Department of Commerce

Performance Payout System (PPS)

System Administrators (SA)
Users' Manual

(Ver. 1.0)
August 2, 2004

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Introduction

The Performance Payout System (PPS) application contains the data and provides the functionality to prepare, record, document, report and effect the annual employee performance rating, pay increase and bonus payout. This guide has been prepared specifically for System Administrators (SA). A *System Administrator (SA)* sets up Operating Unit (OU), Pool Manger (PM) and Rating Official (RO) accounts. The SA establishes and verifies operating configuration and parameters for operating unit employees and evaluators.

Primary SA Functions

The primary PPS System Administration (SA) functions are:

- **Employee Profiling**
  The SA assigns employee profiles to the Operating Unit Executive (OU), Pool Managers (PM), Rating Officials (RO) and Employees. Only one OU is allowed for each operating unit. The SA also assigns and provides usernames and passwords to their OU, PMs and ROs.

- **Pool Assignments**
  The SA defines the minimum and maximum organization code(s) for their OU, PMs and ROs. Only one OU is allowed. The Minimum Org Code is the lowest range that an individual will have in his/her pool. The Maximum Org Code is the highest range that an individual will have in his/her pool.

- **OU/PM Personal Office Employees**
  This feature is optional. The SA defines System Org Codes for Employees who do not float or who do not already belong to their personal office for their OU and PMs.

  OU Personal Office includes:
  - Personal office employees
  - Pool Managers (non SES) --assigned by the SA
  - Floaters--assigned by the SA

  PM Personal Office includes:
  - Personal office employees
  - Rating Official--assigned by the SA

User Access

The PPS application provides access (depending on access rights) to a range of functions based on user type. Your user type is determined by your profile in the PPS repository. Profiles include Department (DEPT), System Administrator (SA), Operating Unit (OU), Pool Manager (PM), Rating Official (RO) and Employee. An *Operating Unit (OU) Executive* rates and scores OU personal office employees and makes desired adjustments to data entered by Pool Managers (PM) or Rating Officials (RO). She/he also enters PM bonus fund allocations and transfers for increase and bonus. A *Pool Manager (PM)* rates and scores PM personal and pool office employees and makes desired adjustments to data

entered by an RO. A *Rating Official (RO)* enters initial ratings, scores, increases and bonuses.

Login

Open up an internet browser (Internet Explorer) and then go to the PPS application website (https://www.jobs.doc.gov/pps/doc/launcher). You will see the PPS application "Login" screen as shown below. Enter your User ID and Password, and then click the *Ente*r button. Click the *Reset* button if you have mistakenly typed wrong User ID/ Password. This will clear the User ID and Password you have just entered. Type in your correct User ID and Password and click *Enter*.

Performance Payout System
LOGIN

User ID

Password

Enter   Reset

PPS is designed for use with Microsoft Internet Explorer 4 or higher and for use with Netscape Communicator 4 or higher and is best viewed with a screen resolution of 800x600 or higher. This system uses JavaScript, so please make sure your browser is configured with JavaScript enabled.

Privacy Statement

WARNINGWARNING***WARNING***WARNING***WARNING***WARNING***
YOU HAVE ACCESSED A UNITED STATES GOVERNMENT COMPUTER. USE OF THIS COMPUTER WITHOUT AUTHORIZATION OR FOR THE PURPOSES FOR WHICH AUTHORIZATION HAS NOT BEEN EXTENDED IS A VIOLATION OF FEDERAL LAW AND CAN BE PUNISHED WITH FINES OR IMPRISONMENT (PUBLIC LAW 99-474). REPORT SUSPECTED VIOLATIONS TO THE SECURITY OFFICER.

WARNINGWARNING***WARNING***WARNING***WARNING***WARNING***

This site is maintained by the Department of Commerce, Office of Human Resources Management.
http://ohrm.doc.gov
Email

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

05-04-2004 10:41:54

Change Password

This screen (shown below) is used to change password for the current Pool Manager. System Administrator (SA) assigns a temporary password.

1. Type in the old password in the box associated with *Old Password*.
2. Type in the new password in the box associated with *New Password*.
3. Retype the new password in the box associated with *New Password (Again)*.
4. Click on *Change Password* button to execute the change of password action.

Note:
Following are the rules to be followed for *Password*:
- Password length has to be 8 characters or longer.
- Password contains at least one character from the alphabet in either uppercase or in lowercase.
- Password contains at least one non-alphabet character (i.e., 0123456789 ~ ! @ # $ ^ *- _ = + [{] } \ < , > . ? /).
- A single character in the Password cannot be repeated more than 6 times.
- Either the password or part of it (forward or reversed) cannot exist in the SECURITY_DICTIONARY table (checked behind the scene).
- Password cannot be one that has already been used previously. It cannot match any of the recent 8 passwords used that is recorded in SECURITY_PASSWORD table (checked behind the scene).
- A password expires in 90 days.

- If the user makes 4 or more failed login attempts, the system will lock the user to make any more attempts. The user has to wait for 3 minutes (when the system removes failed attempts entries from the database) and then can try to login again.
- Either the password or part of it cannot contain personal information (i.e., SSN, first name, last name, username, or e-mail address).

Logout of PPS

This screen (shown below) is used to logout of PPS system.

Performance Payout System
Thank you for using PPS

You are now logged out of the PPS system.

Return to PPS Login | Close Browser Window

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

04-22-2004 13:06:18
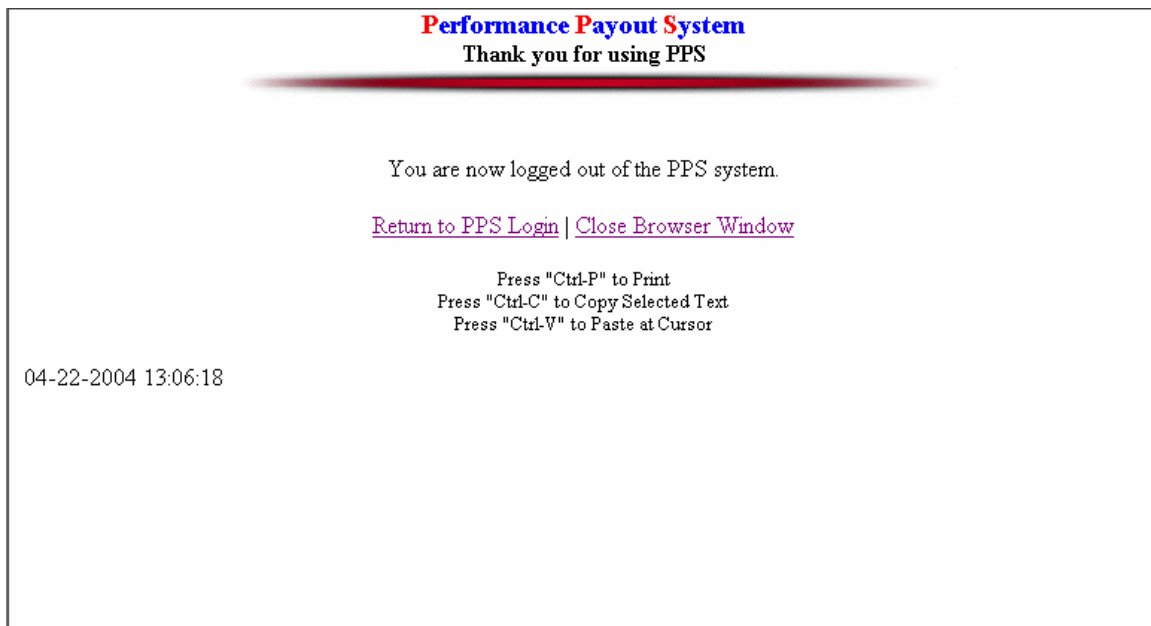
1. You may decide to go back to PPS system. In that case click on *Return to PPS Login* hyper- link. It will take you to the PPS LOGIN screen.
2. You may click on *Close Browser Window* hyper-link to close the current browser window.

Main Menu

After logging into the PPS system, the "Main Menu" screen is displayed. This is the initial screen a System Administrator (SA) can use to access various PPS Administration functions. This Main Menu screen displays a list of hyper links for use in accessing commonly used Administration functions.

Performance Payout System
Main Menu

ADMINISTRATION
* Employee Profile
* Frozen DB
* Increase Allotments
* Prior Year Frozen Data
* Restrict Org Code
* Switch To A Different User

RIF
ACI
REPORTS
Change Password
Logout of PPS

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

DGRAY Administrator
05-04-2004 10:44:40
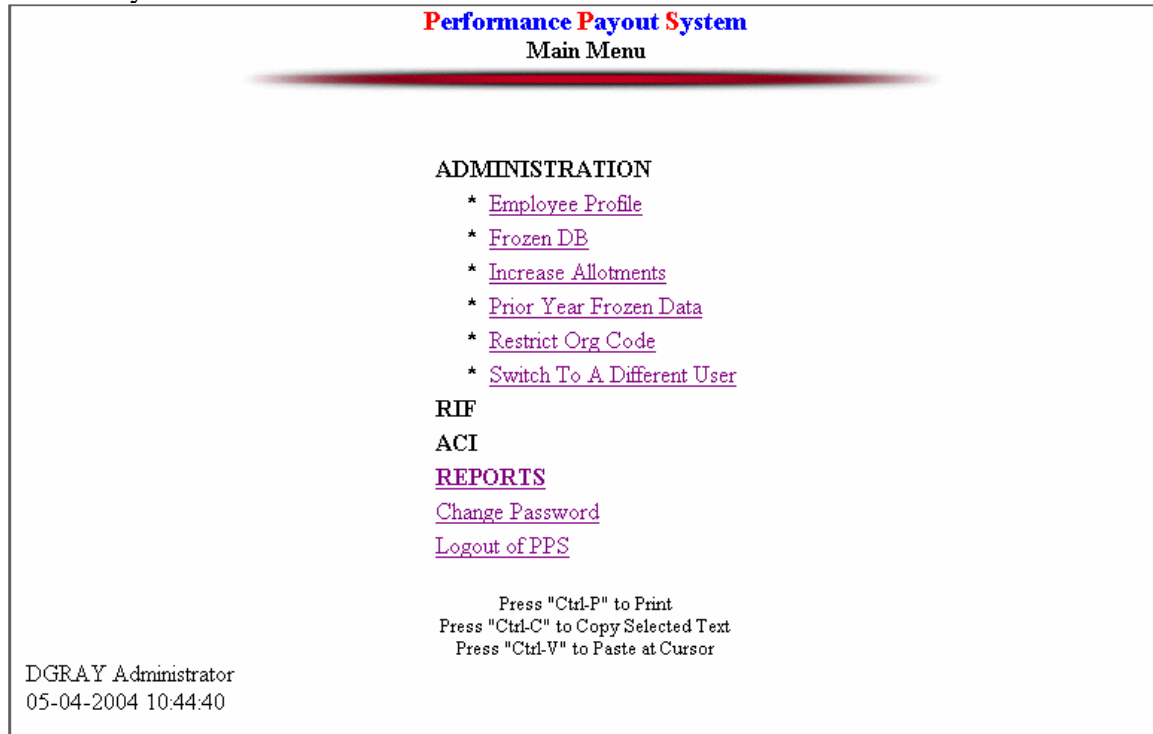
Click on a hyper link for that particular activity.

Hyper link	User Action
Employee Profile	Select this to search and modify Employee profile.
Frozen DB	Select this to search and modify frozen data.
Increase Allotments	Select this to modify increase allocation.
Prior Year Frozen Data	Select this to view a previous year's frozen data.
Restrict Org Code	Select this to restrict organizational code range.
Remove Org Code Restriction	This hyper link appears in Main Menu after the user has restricted Organizational Code range. User uses it to remove the restriction on the Organizational Code range, after that this hyper link does not show up in Main Menu.
Switch To a Different User	Select this to switch to a different user (e.g., OU, PM, RO).

REPORTS	Select this to go to the Report Menu to run different reports.
Change Password	Select this to change your PPS System Admin password.
Logout of PPS	Select this to logout of the PPS application.

Employee Profile

The "Employee Profile" screen (shown below) is used to view particular or all employee profiles.

Hyper link/Button	Description/User Action
Show All	User clicks on this link at the top of the page to view profile information for all employees.
Find	User clicks on this button to find the desired information based on some selection made on the field values.
Reset	User clicks on this button to clear the selection made recently.

Data Field	Description/User Action
Name	User enters a particular employee name in the box given. This brings up the profile information for that employee.
Locked	User can find employee profile with any of two locked states: *Yes*- shows employee profile with locked state, i.e., if the user (OU/PM/RO) is "locked" by an SA, then that user cannot make any changes. *No*- shows employee profile with unlocked state, i.e., if the user (OU/PM/RO) is "not locked" by an SA, then that user can make changes.
Profile	User chooses one of the profiles from the drop-down list under Profile column (Administrator, Employee, Operating Unit, Pool Manager, Rating Official) to view the employee profile for all people for that particular profile group.
NFC Org	National Finance Center organizational code (18 digits long). The SA cannot change this code.
Sys Org	A PPS internal mapping field (18 digits) used to display employees in organizations other than their NFC Org.
Min Org	The minimum PPS organization code that is used to identify the start of a pool range (low end of the pool range).
Max Org	The maximum PPS organization code that is used to identify the end of the pool range (high end of the pool range).
OU Pool Min Org	Operating Unit pool minimum organizational code.
OU Pool Max Org	Operating Unit pool maximum organizational code. See Appendix I for minimum and maximum organizational codes for OU, PMs and ROs.
Pool Description	Description of the employee pool.

The following screen shows part of the information displayed when user selects *Show All* Hyper link to view profile information of all employees available in the system. This screen has some additional data fields as described below.

Find | Show All | Export | Increase Allotments | Frozen DB | Main Menu | Logout of PPS

NO FILTER IN USE

Name	Profile	Username	Password	Pool Description
Locked	NFC Org	Sys Org	Min Org	Max Org
	Reports To		OU Pool Min Org	OU Pool Max Org
ADMINISTRATOR 4, PPS	Administrator	PPS4		
		545001000000000000	545001000000000000	545099999999999999
1 of 684	None			
ALAM , MIMI	Employee			
	545032000000000000	545032000000000000		
2 of 684	None			
ALLI , SUSAN	Employee			
	545026000000000000	545026000003000000		
3 of 684	RUSSEL, Y - Rating Official			
ALVI , RAFI	Employee			
	545029000000000000	545029000003000000		
4 of 684	HARDY, ROSS - Rating Official			
ANAR , DON	Employee			
	545023000000000000	545023000001000000		
5 of 684	GOLI, SIMA - Rating Official			
ANDHAR , LIMA	Rating Official	RO39	Change Password	
	545022000700000000	545022000001000000	545022000007000000	545022000007999999
6 of 684	AZIZ, RODD - Rating Official			
ANID , MAX	Employee			
	545023000000000000	545023000005000000		
7 of 684	MIKE, FANK - Rating Official			

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Hyper link	*Description/User Action*
Find	User clicks on this link to go back to "Employee Profile Find" screen.
Export	User can export the information on this web page as a file. Clicking on this link brings the *File Download* window as follows with information on the file name and other options for managing the file.

Data Field/Button	*Description/User Action*
Reports To	Name of the person (OU/PM/RO) this employee reports to.
Password	If the employee profile is OU/PM/RO and he/she has a username, then the employee will have a Password and there will be a *Change Password* button associated.
Change Password Button	SA clicks this button to change Password for an OU/PM/RO.

The following window shows up when the user clicks on *Export* link on "Employee Profile" screen as shown in the previous page.
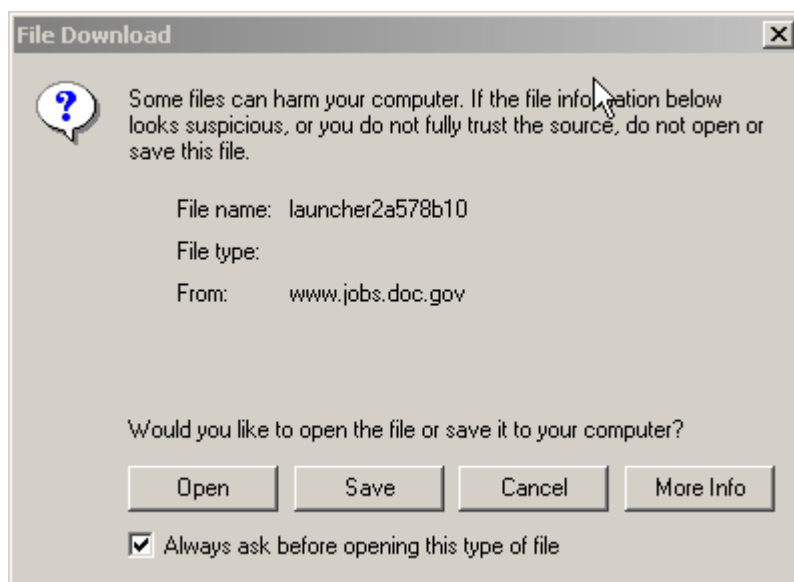
See Appendix E for information on how to export PPS data into Microsoft Excel.

The user can perform the following two activities from the Employee Profile screen:
User Maintenance and Changing Password.

User Maintenance
If the user clicks on the hyper link with an employee name, it will take him to the "User Maintenance" screen as follows.

Performance Payout System
User Maintenance

Employee Profile Find | Employee Profile | Main Menu | Logout of PPS

Maintain Data for ALLI, SUSAN

Name	Profile	PPS Username	Pool Description	
	Locked	Reports To		
	NFC Org	Sys Org	Min Org	Max Org
			OU Pool Min Org	OU Pool Max Org
ALLI, SUSAN	Employee ▼			
	No ▼	RUSSEL, Y - Rating Official CHANGE		
	545026000000000000	545026000003000000		

Name	Type	Display	Rate	Contribute	Increase	Bonus	RIF	ACI	Score	Rating
	Current Salary	Pay Band Max	Int Max	Path	Series	Band	Int	NFC Org		
	Duty Station	Pay Table	% Range	% Allot	Supv	Spec Emp	Pool Contr	SYS Org		
ALLI, SUSAN	1 ▼	Yes ▼	Yes ▼	Yes ▼	Yes ▼	Yes ▼	Yes ▼	Yes ▼	Yes ▼	E ▼
	41771	45828	42717	ZS	0318	04	02	545026000000000000		
	1115	RUSZS	5	1.95	8	00	833	545026000003000000		

Save Changes   Reset

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

PPS4 Administrator
03-31-2004 11:03:35

Data Field	*Description/User Action*
Name	Employee name just selected.
Type	SA can change Employee type from a drop-down list. Clicking the Type link brings a list of all possible values of type and the corresponding meaning. See Appendix A for this list.
Current Salary	Current salary for an employee.
Duty station	Duty station for an employee.
Display	SA can change display option for the selected employee: Yes (records can be displayed), No (records cannot be displayed).
Pay Band Max	Maximum salary of the Pay Band.
Pay Table	Pay Table.
Rate	SA can change Rating option: Yes (can be rated), No (cannot be rated).
Int Max	Maximum interval.
% Range	Salary adjustment percents. Salary adjustment range based on path, band and interval (e.g., 0-20). See Appendix H.
Contribute	SA can change Contribution option: Yes (can contribute), No (cannot contribute).
Path	Career path for that employee. See Appendix G for different Career Paths.
% Allot	Percentage of Allotments based on each organization's historical analysis. A factor for each path/band/interval combination used in a calculation to compute an employee's contribution to an Increase pool.
Increase	SA can change Increase option: Yes (can receive increase), No (cannot receive increase).
Series	Occupational Series Code.
Supv	Position Supervisory. See Appendix B.
Bonus	SA can change Bonus option: Yes (can receive bonus), No (cannot receive bonus).
Band	Pay band.
Spec Emp	Special employee code requires supervisory memo, HR and NFC change. See Appendix C for list of Special Employee Codes.
RIF	SA can change RIF (Reduction In Force) option: Yes (can receive RIF credit), No (cannot receive RIF credit).

Int	Interval.
Pool Contr	Amount employees contribute to increase pool based upon pool contribution formula.
ACI	SA can change ACI (Annual Comparability Increase) option: Yes (can receive ACI), No (cannot receive ACI).
NFC Org	National Finance Center organizational code (18 digit long). The SA cannot change this code.
SYS Org	A PPS internal mapping field used to display employees in organizations other than their NFC org. The SA assigns this code.
Score	SA can change Score option: Yes (can receive score), No (cannot receive score).
Rating	SA can change Rating code from the drop-down list. See Appendix D for different Rating Code and their meaning.

1. Make necessary changes to editable fields (Profile, Locked, PPS Username, Sys Org, Pool Description, Reports To, Min Org, Max Org, OU Pool Min Org, OU Pool Max Org, Type, Display, Rate, Contribute, Increase, Bonus, RIF, ACI, Score, Rating).
2. In order to select the person an employee reports to, click on the "CHANGE" button associated with "Reports To" column. This will bring a drop-down list of different people with their name and job title. Select the appropriate supervisor from this list. Then click "COMMIT" and "OK".
3. Click on *CHANGE* or *Save Changes* button if you have decided to change the field(s) to the new value(s). If not, click on *Reset* button.
4. After you click on CHANGE or Save Changes button, it takes you to another screen (shown below) to submit changed Information for that employee.
5. Click on COMMIT button if you want to execute the change(s). Click on CANCEL button if you don't want to make the change(s).

Performance Payout System
User Maintenance

Submit Changed Information for ALLI, SUSAN

Name	Profile	Username	Pool Description	
	Locked	Reports To		
	NFC Org	Sys Org	Min Org	Max Org
			OU Pool Min Org	OU Pool Max Org
ALLI, SUSAN	Employee			
	No	RUSSEL, Y		
	545026000000000000	545026000003000000		

Name	Type	Display	Rate	Contribute	Increase	Bonus	RIF	ACI	Score	Rating
	Current Salary	Pay Band Max	Int Max	Path	Series	Band	Int	NFC Org		
	Duty Station	Pay Table	% Range	% Allot	Supv	Spec Emp	Pool Contr	SYS Org		
ALLI, SUSAN	1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	E
	41771	45828	42717	ZS	0318	04	02	545026000000000000		
	1115	RUSZS	5	1.95	8	00	833	545026000003000000		

[COMMIT]   [CANCEL]

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

PPS4 Administrator
03-31-2004 11:08:26

Changing Password

In order to change password for an employee, the System Administrator clicks on the *Change Password* button associated with an employee in the "Employee Profile" screen. It will take the SA to "Changing Password" screen as shown below. Enter a new Password twice and then click on *Change Password* button. If you don't want to change the Password, click on Employee Profile Find link at the top of the screen to go back to the "Employee Profile Find" screen or just click on back arrow on the web page to go back to the previous page.

Following are the rules to be followed for *Password*:

- Password length has to be 8 characters or longer.
- Password contains at least one character from the alphabet in either uppercase or in lowercase.
- Password contains at least one non-alphabet character (i.e., 0123456789 ~ ! @ # $ ^ *- _ = + [{] }\ < , > . ? /).
- A single character in the Password cannot be repeated more than 6 times.
- Either the password or part of it (forward or reversed) cannot exist in the SECURITY_DICTIONARY table (checked behind the scene).
- Password cannot be one that has already been used previously. It cannot match any of the recent 8 passwords used that are recorded in SECURITY_PASSWORD table (checked behind the scene).
- A password expires in 90 days.
- If the user makes 4 or more failed login attempts, the system will lock the user to make any more attempts. The user has to wait for 3 minutes (when the system removes failed attempts entries from the database) and then can try to login again.
- Either the password or part of it cannot contain personal information (i.e., SSN, first name, last name, username, or e-mail address).

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Frozen Database (DB)

The "Frozen DB Find" screen (shown below) is used to display and/or modify NFC data that was updated from NFC. The screen provides the SA with the ability to modify data that is incorrect, invalid, or needs modification for another reason. This screen is the mechanism for the user to implement modifications that result from the "Reconciliation Report".

Data Field	Description/User Action
Name	SA enters an Employee's name to find frozen data.
Type	SA selects a particular Employee type from a drop-down list. Default value is All. Clicking the Type link brings a list of all possible values of type and the corresponding meaning. See Appendix A for this list.
Current Salary	Employee's current salary as obtained from the NFC personnel /payroll database.
Duty station	Duty station for an employee.
Displ	SA finds information from the frozen DB for employees with display option: All (default, all employees whose records can or cannot be displayed), Yes (records can be displayed), No (records cannot be displayed).

Pay Band Max	Maximum Salary of the Pay Band.
Pay Table	Pay Table.
Rate	SA finds information for employees with Rating option: All (default, all employees who can or cannot be rated), Yes (can be rated), No (cannot be rated).
Int Max	Maximum interval.
% Range	Salary adjustment range (e.g., 0-20) based on path, band and interval. See Appendix H.
Contr	SA finds information for employees with Contribution option: All (default, all employees who can or cannot contribute), Yes (can contribute), No (cannot contribute).
Path	SA selects the appropriate career path from the drop-down list: All (default), DM, SL, ST, ZA, ZP, ZS, ZT, etc.
% Allot	Percentage of Allotments based on each organization's historical analysis. A factor for each path/band/interval combination used in a calculation to compute an employee's contribution to an Increase pool.
Inc	SA finds information for employees with appropriate Increase option from the drop-down list: All (default, all employees who can or cannot receive increase), Yes (can receive increase), No (cannot receive increase).
Series	Occupational Series Code. SA finds information for employees with appropriate series from the drop-down list: All (default), 0000,0028, 0029, 0080, 0083, etc.
Supv	SA finds information for employees with appropriate Position Supervisory Code from the drop-down list. See Appendix B for different Supervisory Code and their meaning.
Bonus	SA finds information for employees with appropriate Bonus option from the drop-down list: All (default, all employees who can or cannot receive bonus), Yes (can receive bonus), No (cannot receive bonus).
Band	Pay band.

Spec Emp	SA finds information for employees with special employee code from the drop-down list. See Appendix C for different Special Employee Code.
RIF	SA finds information for employees with appropriate RIF option from the drop-down list: All (default, all employees who can or cannot receive RIF credit), Yes (can receive RIF credit), No (cannot receive RIF credit).
Int	Interval.
Pool Contr	Amount employees contribute to increase pool based upon pool contribution formula.
ACI	SA finds information from the frozen DB for people with appropriate ACI option from the drop-down list: All (default, all people who can or cannot receive ACI), Yes (can receive ACI), No (cannot receive ACI).
NFC Org	National Finance Center organizational code (18 digits long).
SYS Org	A PPS internal mapping field (18 digits long) used to display employees in organizations other than their NFC org.

Note: System Administrator cannot search for Frozen DB information on fields with gray boxes.

Find Frozen DB information
1. The SA can choose certain field values to find information from the frozen Database based on those selections as shown below. For example, you may choose Type = 1, Displ = All, Rate = Yes, Contr = Yes, Path = ZP, Inc = Yes, Series = All, Supv = 2, Bonus = Yes, Spec Emp =00, RIF = Yes, ACI = Yes, etc,.

2. Click on *Find* button to see the desired information. You may click on *Reset* button to cancel this selection. This selection will show the table as follows.
3. The employee names have hyper links associated with them. Clicking on a hyper link will lead the user to *User Maintenance* screen in a way similar to that in Employee Profile discussed earlier. User (SA) can change employee information exactly the same way as has been described before.
4. There is a *Change Password* button associated with some employee's (OU/PM/RO) name. The SA may change password for such an employee in the same way described in Employee Profile.

Performance Payout System
Frozen DB

Current Filter - Path: ZP, Rate: Yes, Contribute: Yes, Increase: Yes, Bonus: Yes, RIF: Yes, ACI: Yes, Type: 1, Supv: 2, Spec: 00,

Name	Type	Displ	Rate	Contr	Inc	Bonus	RIF	ACI
	Current Salary	Pay Band Max	Int Max	Path	Series	Band	Int	NFC Org
	Duty Station	Pay Table	% Range	% Allot	Supv	Spec Emp	Pool Contr	SYS Org
ANDHAR , LIMA	1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Change Password	121,330	121,330	121,330	ZP	1301	05	03	545022000700000000
1 of 10	1106	RUSZP	4	1.86	2	00	0	545022000001000000
BENHOOR , WALID	1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Change Password	117,332	127,030	120,516	ZP	1301	05	02	545030000000000000
2 of 10	1081	DENZP	5	1.86	2	00	2,242	545030000000000000
DIXON , ROBIN	1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Change Password	121,446	124,783	124,783	ZP	1340	05	03	545022000000000000
3 of 10	1097	DCBZP	4	1.86	2	00	2,321	545022000001000000
EAGLE , MAX	1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Change Password	97,056	121,330	105,774	ZP	1340	05	01	545022000200000000
4 of 10	1113	RUSZP	6	1.86	2	00	1,968	545022000006000000
EVER , BRAT	1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	81,844	103,150	83,146	ZP	1340	04	01	545022000200000000
5 of 10	1113	RUSZP	10	1.86	2	00	1,547	545022000006060000
GALILIO , ANN	1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Change Password	93,330	121,330	105,774	ZP	1301	05	01	545022000200000000
6 of 10	1113	RUSZP	6	1.86	2	00	1,968	545022000000100000
KIM , KEN	1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Change Password	114,959	121,330	115,108	ZP	2210	05	02	545026000000000000
7 of 10	1115	RUS085	5	1.86	2	00	2,141	545026111111111000
KUNIGHAM , JIM	1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Change Password	96,701	107,996	99,619	ZP	1330	04	02	545028000000000000
8 of 10	1081	DENZP	8	1.86	2	00	1,853	545028000000000000
MONK , DAVE	1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	115,400	127,030	120,516	ZP	1301	05	02	545015000000000000
9 of 10	1081	DENZP	5	1.86	2	00	2,242	545033000000000000
PARKER , TIM	1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Change Password	93,330	121,330	105,774	ZP	1301	05	01	545022000200000000
10 of 10	1113	RUSZP	6	1.86	2	00	1,968	545022000006000000

Current Filter - Path: ZP, Rate: Yes, Contribute: Yes, Increase: Yes, Bonus: Yes, RIF: Yes, ACI: Yes, Type: 1, Supv: 2, Spec: 00,

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

PPS4 Administrator
03-31-2004 15:04:47

Increase Allotments

The "Increase Allotment" screen (shown below) is used to display Operating Units allotment allocations. The SA can view the respective Allotment %'s and % Ranges for each band/interval combination for a selected career path within OU. Adjustments can be made for each band and interval as needed.

Increase Allotments

1. Pick a desired career path from the drop-down list associated with **Path**. See Appendix G for different Career Paths.
2. Click *Select*. This will show values for different data fields in this screen as follows.
3. The SA can change value(s) for %Allot field. Click on *Save Cha*nges button after making the change. Click on *Reset* button if you want to cancel the change.

Performance Payout System
Increase Allotment

Employee Profile | Frozen DB | Main Menu | Logout of PPS

Operating Unit: [5450 - OAR ▼]   Path: [ZT - SCIENTIFIC & TECHNICAL ▼]   [Select]

Selected OU: **5450**   Selected Path: **ZT**
Min Org Code: **545000000000000000**
Max Org Code: **545099999999999999**

[Save Changes]   [Reset]

Band	Int	Allot %	% Range
01	01	2.2	12
01	02	2.2	10
01	03	2.2	7
01	04	2.2	7
01	05	2.2	7
02	01	2.2	12
02	02	2.2	8
02	03	2.2	6
02	04	2.2	6
02	05	2.2	6
03	01	2.2	8
03	02	2.2	6
03	03	2.2	5
03	04	2.2	5
03	05	2.2	5
04	01	2.2	7
04	02	2.2	5
04	03	2.2	3
04	04	2.2	3
04	05	2.2	3
05	01	2.2	6
05	02	2.2	4
05	03	2.2	3
05	04	2.2	3
05	05	2.2	3

[Save Changes]   [Reset]

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

PPS4 Administrator
03-10-2004 15:32:09

Data Field	Description/User Action
Min Org Code	Operating Unit minimum organization code.
Max Org Code	Operating Unit maximum organization code.
Band	Operating Unit pay bands.
Int	Operating Unit pay intervals.
Allot%	Percentage of Allotments based on each organization's historical analysis. A factor for each path/band/interval combination used in a calculation to compute an employee's contribution to an Increase pool. This is the only editable field in this table.
%Range	The maximum percent of salary increase an employee is entitled to receive based on his/her respective path/band/interval combination.

Prior Year Frozen Data

This link is chosen for "Frozen History Find" screen (shown below).

Performance Payout System
Frozen History Find

Main Menu | Logout of PPS

[Find]   [Reset]

Select the year for your data extract:
[FY 2003 ▼]

Name	Type	Displ	Rate	Contr	Inc	Bonus	RIF	ACI
	Current Salary	Pay Band Max	Int Max	Path	Series	Band	Int	NFC Org
	Duty Station	Pay Table	% Range	% Allot	Supv	Spec Emp	Pool Contr	SYS Org
[ ]	[All ▼]	[All ▼]	[All ▼]	[All ▼]	[All ▼]	[All ▼]	[All ▼]	[All ▼]
				[All ▼]	[All ▼]			[ ]
				[All ▼]	[All ▼]			[ ]

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

PPS4 Administrator
05-18-2004 14:32:56

The SA selects a **Year** from a drop-down list to show the frozen data extracts. Default year is FY2003. Other options are FY2002, FY2001, FY2000 and FY1999. The data should be frozen as soon as current year data is transmitted to NFC (mid November).

The remaining part of this screen is same as that of **Frozen DB** screen. The SA can operate on both screens in the same manner.

Restrict Org Code
This link is chosen for the "Restrict Org Range" screen (shown below). It allows the SA to define a range for Organizational Code.

Data Field/Button	Description/User Action
Min Org Code	The minimum PPS organization code that is used to identify the start of a pool range (low end of the pool range).
Max Org Code	The maximum PPS organization code that is used to identify the end of a pool range (high end of the pool range).
Restrict	The SA clicks on this button to save the Org range limit chosen.
Reset	The SA clicks on this button to reset the selection just made and get back to previous range.

Restrict Org Code
1. Assign or change already assigned Min Org Code value

2. Assign or change already assigned Max Org Code value
3. Click on *Restrict* button to select this Org Code range limit. This will lead to the "Updating Range Limits" screen as shown below. This screen shows confirmation of the new Org Code Range for the SA.

Performance Payout System
Restrict Org Range

Updating Range Limits

Modify Org Range | Main Menu | Logout of PPS

The org code range for **PPS4** has been successfully changed. You can now run reports with your new restricted org codes.

Remove Org Code Range Restrictions

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

PPS4 Administrator
Org Code Range Restricted to 545001000000000000 - 545099999999999999
03-10-2004 15:44:25

4. User may click on *Remove Org Code Range Restrictions* link to remove org code range restrictions. This will show the screen as follows.

Performance Payout System
Restrict Org Range

Removing Range Limits

Modify Org Range | Main Menu | Logout of PPS

Org code restrictions for **PPS4** have been removed.

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

PPS4 Administrator
03-10-2004 15:57:01

5. The SA may click on Modify Org Range hyper link to the original "Restrict Org Range" screen to enter a new range limit. If you choose *Modify Org Range* link before *Remove Org Code Range Restrictions option* in step 4, you will be prompted to the Restrict Org Range screen with an alert "**Your Org Code Range Is Already Restricted**" as shown below.

Note: Once the SA has restricted Organizational Code range, if he/she goes to Main Menu, that screen will display **Remove Org Code Range Restriction** *link. The SA uses it to remove the restriction on the Organizational Code range, after that this hyper link does not show up in Main Menu.*

Switch to a Different User

This link is chosen for the "Switch User" screen (shown below). It allows the SA to switch as a different user.

Hyper Link	Description/User Action
Choose Another User	SA uses this link to switch to a new user.

Data Field	Description/User Action
Name	SA types in an employee name to be switched to as the new user.
Profile	SA can view a list of employees for an employee group/profile and then choose a particular name to switch to as the new user. She/he then selects a profile/group from a drop-down list with options as Operating Unit, Pool Manager, Rating Official, etc.

Button	Description/User Action
Find	User (SA) clicks on this button to find the desired employee to switch to as the new user.
Reset	User clicks on this button to clear any selection made and can choose another option.

1. Choose a profile from the drop-down list. For example, you may want to choose an employee from the Pool Manager group as the new user. So, choose Pool Manager from the **Profile** list. Then click on _Find_. This will bring a list of Pool Manager employees as shown below:

Performance Payout System
Switch User

Choose Another User | Main Menu | Logout of PPS

ALL A-C D-F G-I J-L M-O P-S T-V W-Z

ABERT, SUSAN

ANDHAR, LIMA

AZIZ, RODD

BEATLE, SIMON

BENHOOR, WALID

BOHIMIAN, CHRIS

BOXER, JIL

BULL, CHARLES

CARTER, LARRY

CLOPPER, KURT

CRUSCHEV, CHEMYL

DIXON, ROBIN

DOVER, MIKE

DUXTER, ELTON

EAGLE, MAX

2. Click on a hyper-link for the desired employee you want to switch to as the new user. This will show another screen (shown below) with confirmation that your selection to the new user from existing one has been executed.

Performance Payout System
Switch User

Choose Another User | Main Menu | Logout of PPS

You have switched from acting as the user: **PPS4**
to acting as the user: **RO111**.

You will now have access to PPS in the same manner as
CARTER, LARRY , and will see all menus associated with
CARTER, LARRY .

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor
PPS4 Administrator - Acting As: RO111 Rating Official
03-31-2004 15:52:50

3. You can now access the PPS system as the new user. You may select the hyperlink for **Main Menu** to do other activities or **Logout of PPS** to exit the system. Also, you may select **Choose Another User** now to switch to a different user.

Reports

This link is chosen for the "Report Menu" screen (shown below). It allows the SA to run different kinds of reports.

Performance Payout System
Report Menu

Main Menu | Logout of PPS

Reconciliation Report
Check Control Report
PIP or Unsatisfactory Ratings Report
Part-time Employee Report
Retained Pay and Grade Employees Report
Setup Discoverer
Run Discoverer

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

DGRAY Administrator
05-18-2004 10:07:04

Reconciliation Report

This screen (shown below) is used to run Reconciliation Report for an operating unit for certain pay period. The "Reconciliation Report" identifies anomalies and corrective actions to be taken by the SA within the PPS repository. The SA uses the "Frozen DB" screen and other screens to implement the corrective actions identified.

1. Select a pay period from the drop-down list associated with **Choose a Pay Period**.
2. Click on **Run Reconciliation Report** to run the report.
3. If you want to run another Reconciliation Report, click on **Run New Reconciliation Report**. In order to run another kind of report, click on **Reports** link.

A partial Reconciliation Report is shown below:

Performance Payout System
Reconciliation Report

Pay Period: 0   (JUNE 04, 2004 - SEPTEMBER 30, 2004)

Exception A: Employee converted to Pay Plan ST/SL after 6/4

Action Required: **SA action is required.** Ensure that employee's type is set to "A". These employees are eligible for a rating, score, bonus, and RIF credit.

Employee Name	Effective Date	NOA	New Pay Plan	Old Pay Plan
	No Exceptions Found!			

Exception B/C: Temporary Appointments

Action Required: **SA action is required.** The SA needs to determine the length of appointment service for the employee.
- 1. If the appointment service is less than 120 days, the SA will not take action.
- 2. If the appointment service is greater than or equal to 120 days, the SA needs to change the employee rating to 'E - Eligible' if necessary (not previously coded 'E').

Path	Employee Name	Effective Date	NOA	Appt	Appt Auth	NTE Date
	No Exceptions Found!					

Exception D: Employee converted to a Student/Faculty Appointment (Temporary) after 6/4.

Action Required: **No SA action;** the system will not permit an Increase, Bonus or RIF credit, score/rating. These employees will be handled as though they were on Student/Faculty Appointments (Temporary) in the "Frozen Database" of 6/4.

Path	Employee Name	Effective Date	NOA	Appt Auth
	No Exceptions Found!			

Exception E: Employee experiences a temporary change (Temporary promotion) in any pay band.

Action Required: **SA action is required.** The SA (via system maintenance screens) needs to assign the employees to the appropriate pool by changing the employee's system org code. If a temporaty promotion exceeds 120 days, the pool assignment should reflect an employee organization code of his/her temporary (current) position. Conversely, if the assignment was for less than 120 days, the employee should be placed in a pool correlating to his/her base position.

Path	Employee Name	Effective Date	NOA	Promotion NTE
	No Exceptions Found!			

The report may have different data fields (shown below):

Data Field	Description/ Value
Employee Name	Name of an employee (last, first).
Path	Career Path.
Effective Date	Effective date when a personal action taken on the employee.
NOA	Nature of Action.
New Pay Plan	New Pay Plan.
Old Pay Plan	Old Pay Plan.
Appt	Appointment Service.
Appt Auth	Appointment Authority.
NTE Date	Not To Exceed Date.
Spec Emp Cd	Special Employee Code.
From NFC Org	From NFC (National Finance Center) code.
To NFC Org	To NFC code.

Note*: If there is no exception found for any employee's record,* No Exceptions Found *message is displayed for that employee.*

See Appendix J for a Reconciliation Report.

Check Control Report

This screen (partially shown below) is displayed when the SA clicks on *Check Control Report* link from Report Menu to run Check Control Report for different checks generated that time of the day.

Performance Payout System
Check Control Report

Reports | Main Menu | Logout of PPS

Report run on MAR 11, 2004 at 11:22 by ADMINISTRATOR 4, PPS .

Check 1:   New Salary < Previous Salary

Employee Name   Old Salary   New Salary   Band   Interval   Org Code
No Exceptions Found!

Check 2:   Increase = No; New Salary > Old Salary

Employee Name   Old Salary   New Salary   Band   Interval   Org Code
No Exceptions Found!

Check 3:   Excess > 0; New Salary < Pay Band Max

Employee Name   Old Salary   New Salary   Pay Max   SEC   Org Code
No Exceptions Found!

Check 4:   Excess = 0; New Salary > Pay Band Max

Employee Name   Old Salary   New Salary   Pay Max   SEC   Org Code
No Exceptions Found!

Check 5:   Bonus = No; Bonus Qty > 0

Employee Name   Bonus   Org Code
No Exceptions Found!

Check 1: New Salary < Previous Salary
Check 2: Increase = No, New Salary > Old Salary
Check 3: Excess > 0, New Salary < Pay Band Max
Check 4: Excess = 0, New Salary > Pay Band Max
Check 5: Bonus = No, Bonus Qty > 0
Check 6: New Salary > Max Salary
Check 7: Employee % of % Missing
Check 8: Rateable Employees without Score
Check 9: Eligible Employees with Scores below 40 or over 100

Check 10: Eligible Employees Rated N, P, U with Scores > 0
Check 11: Employees eligible for Bonus are without bonus
Check 12: Employees exceeding $10,000 Bonus Limit
Check 13: Employees Erroneously Exceeding Pay Max
Check 14: Retained Pay Employees Erroneously Receiving Increases
Check 15: Employees Exceeding Their Interval 5 Max
Check 16: Increase Eligible Employees w/o Increase Amounts
Check 17: Employees with SEC = 12 and Supervisory Code Not = 2
Check 18: Employees with SEC = 10 and Supervisory Code = 2
Check 19: Employees without a "Reports To" entry

The report may have different data fields (shown below):

Data Field	Description/ Value
Employee Name	Name of an employee (last, first).
Old Salary	Salary earned previously.
New Salary	Salary earned currently.
Band	Pay Band.
Interval	Interval.
Org Code	Organizational Code (18 digit).
Increase	Salary Increase.
Excess	Excess = 0 when New Salary> Pay Band Max. Excess >0 when New Salary < Pay Band Max
Pay Band Max	Maximum salary of the Pay Band.
Pay Max	Maximum Pay.
SEC	Special Employee Code.
Bonus Qty	Bonus Amount.
Bonus	Bonus earned based on performance.
Max Salary	Maximum salary.
Score	Score earned based on performance.
Can Increase	Yes/No.
Can Contribute	Yes/No.
Can Rate	Yes/No.
Rating	Rating earned based on performance.
Pool Contribution Amount	Pool Contribution Amount.

Note: If there is no exception found for the check, *No Exceptions Found* message is displayed.

See Appendix K for Check Control Report.

PIP or Unsatisfactory Ratings Report

This screen (shown below) is displayed when the SA clicks on *PIP or Unsatisfactory Ratings Report* link from Report Menu to run PIP (Performance Improvement Plan) or Unsatisfactory Ratings Report for employees.

The report may have different data fields (shown below):

Data Field	Description/ Value
Employee Name	Name of an employee (last, first).
Rating	Rating earned based on performance.
Sys Org Code	A PPS internal mapping field used to display employees in organizations other than their NFC Org.

Note: If there is no exception found for an employee, *No Exceptions Found* message is displayed.

Part-time Employee Report
This screen (shown below) is displayed when the SA clicks on *Part-time Employee Report* link from Report Menu to run Report for part-time employees in different career paths.

Performance Payout System
Part-time Employees Report

Reports | Main Menu | Logout of PPS

Report run on APR 01, 2004 at 14:08 by ADMINISTRATOR 4, PPS .

Path: ZP

Employee Name	Sys Org Code	Work Schedule
BARWOOD, DORA	545026000003000000	PT
BRAT, HELLEN	545001000005000000	INT
HAYS, TRINITY	545030000006010000	PT
LAMP, DONA	545022000004000000	PT
LEARY, VIOLET	545030000005000000	PT
LIGHT, PAMELLA	545031000004000000	PT
MIRASE, KENWOOD	545031000004000000	PT
TRIPOY, ASTER	545026111111111000	PT
YELLOW, MAXIM	545001000005000000	INT

Path: ZT

Employee Name	Sys Org Code	Work Schedule
BRONX, KELSY	545031000004000000	INT
CHAMP, DONA	545031000006000000	INT
GOOD, DAISY	545033000000000000	INT
HAINES, DEAN	545031000000000000	INT
HELMAN, THOMAS	545033000000000000	INT
HOOD, EMELIE	545031000006000000	INT

Note: If there is no exception found for the report, *No Exceptions Found* message is displayed for an employee.

The report may have different data fields as follows:

Data Field	Description/ Value
Path	Career Path (e.g., ZP, ZT, ZA, ZS, ST, SL, etc.).
Employee Name	Name of an employee (last, first).
Sys Org Code	A PPS internal mapping field used to display employees in organizations other than their NFC Org.
Work Schedule	Work schedule type (PT= part-time, INT = interm, etc.).

Retained Pay and Grade Employees Report
This screen (shown below) is displayed when the SA clicks on *Retained Pay and Grade Employees Report* link from Report Menu to run Report for employees with Retained Pay and Grade.

The report may have different data fields (shown below):

Data Field	Description/ Value
Employee Name	Name of an employee (last, first).
Path	Career Path (e.g., ZP, ZT, ZA, ZS, ST, SL, etc.).
Band	Pay Band.
Interval	Interval.
Old Salary	Salary earned previously.
New Salary	Salary earned currently.

Setup Discoverer

This is under development.

Run Discoverer

This is under development.

Employee Type –

1	DEFAULT ELIGIBLE
2A	DEFAULT NON-RATABLE
2B	2A(RATE<13MONTHS)
3	PIP
4	UNSATISFACTORY
A	ST/SL
BA	TEMPORARY APPT. LT 120 DAYS
BB	BA(RATE<13MONTHS)
C	TEMPORARY APPT GE 120 DAYS
D	STUDENT/FACULTY(TEMP)
E	TEMPORARY CHANGE IN PAYBAND LE/GT 120 DAYS
FA	LT 120 DAY DUTY STATUS
FB	FA(RATE<13MONTHS)
G	DETAILS
H	AT PAY/SUPV BAND CEILINGS
I	RETAINED PAY
JA	PAY CHANGES FROM 6/4 TO 9/30
JB	JA(RATING<13MONTHS)
KA	PERMANENT CHANGE IN PAYBAND FROM 6/4 TO 9/30
KB	KA(RATE<13 MONTHS)
L	NEW APPOINTEE HIRED ON/AFTER 6/4
M	NEW APPOINTEE HIRED BEFORE 6/4 ; PROCESSED ON /AFTER
NA	SEPARATION ON/AFTER 6/4 EXCLUDING 9/30
NB	NA(RATE<13MONTHS)
O	SEPARATION ON 9/30
P	PERMANENT REALIGNMENT ON AFTER 6/4
Q	PERMANENT REASSIGNMENT ON /AFTER 6/4
R	SES/EX

CLOSE   PRINT

The table below describes how the flags are set when a particular Employee Type is selected:

Employee Type	Display	Rate	Contribute	Increase	Bonus	RIF	ACI	Score	Rating
1 (Default Eligible)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	E
2A (Default Non-Rateable)	Yes	No	No	No	No	No	Yes	No	N
2B 2A(Rate<13 months)	Yes	No	No	No	Yes	No	Yes	No	N
3 PIP	Yes	No	Yes	No	No	No	No	No	P
4 (Unsatisfactory)	Yes	No	Yes	No	No	No	No	No	U
A (ST/SL)	Yes	Yes	No	No	Yes	Yes	No	Yes	E
BA (Temporary Appt. LT 120 days)	Yes	No	No	No	No	No	Yes	No	N
BB BA (Rate<13 months)	Yes	No	No	No	Yes	No	Yes	No	N
C (Temporary Appt. GE 120 days)	Yes	Yes	No	No	Yes	No	Yes	Yes	E
D Student/ Faculty (Temp)	Yes	Yes	No	No	No	No	Yes	Yes	E
E (Temporary change in PayBand LE/GT 120 days)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	E
FA (LT 120 day duty status)	Yes	No	No	No	No	No	Yes	No	E
FB FA (Rate < 13 months)	Yes	No	No	No	Yes	No	Yes	No	E

G (Details)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	E
H (At Pay/Supv Band Ceilings)	Yes	Yes	No	No	Yes	Yes	Yes	Yes	E
I (Retained Pay)	Yes	Yes	No	No	Yes	Yes	Yes	Yes	E
JA (Pay changes from 6/4 to 9/30)	Yes	Yes	No	No	Yes	Yes	Yes	Yes	E
JB JA(Rating < 13 months)	Yes	Yes	No	No	Yes	Yes	Yes	Yes	E
KA (Permanent change in Payband from 6/4 to 9/30)	Yes	Yes	No	No	Yes	Yes	Yes	Yes	E
KB KA (Rate < 13 months)	Yes	Yes	No	No	Yes	Yes	Yes	Yes	E
L (New appointed hired on/after 6/4)	No	No	No	No	No	No	Yes	No	N
M (New appointed hired before 6/4; Processed on/after)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	E
NA (Separation on/after 6/4 excluding 9/30)	No	No	No	No	No	No	No	No	N
NB NA (Rate < 13 months)	No	No	No	No	No	No	No	No	N
O (Separation on 9/30)	Yes	Yes	Yes	Yes	Yes	No	No	Yes	E
P (Permanent Realignment on after 6/4)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	E

Q (Permanent Reassignment on/after 6/4)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	E
R (SES/EX)	No	No	No	No	No	No	No	No	N

Appendix B: Position Supervisory Code

Position Supervisory Code –

2 Supervisors and Managers

4 Supervisory, without SUPV in Title

5 Management

6 Leader

8 N/A

CLOSE   PRINT

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

03-10-2004 14:12:23

Appendix C: Special Employee Code

Special Employee Code –

00 N/A

02 AUO - Nonexempt FLSA

03 Schedules Standby - AUO - Exempt/Nonexept FLSA

05 Presidential Appointee

08 AUO other then Law Enforcement

10 Other Employees, Spec APPR/PMB, Exceed Band by 6%

12 Supervisory/Managerial Employees, Exceed Band by 6%

40 Overseas Employee Payrolled by the NFC

54 Without Compensation Employee Paid for Holidays and Overtime

59 Veterans Readjustment

64 Trainee for Higher Position

70 Summer Aid

CLOSE   PRINT

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

03-10-2004 14:23:27

Appendix D: Rating Code Table

Rating Code –

E Eligible

N Not Rateable

U Unsatisfactory

P Performance Improvement Plan (PIP)

CLOSE   PRINT

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

03-11-2004 14:57:07

Appendix E: PPS Data Export into Microsoft Excel

This document is intended to guide the PPS System Administrator in the steps necessary to export data from the PPS web-browser interface into Microsoft Excel. This document is not intended to instruct PPS System Administrators on how to use PPS or how to use Microsoft Excel. It is assumed that the reader of this document is well versed in the way in which PPS operates, and is aware of how to initiate a data export from PPS.

After clicking on the **Export** link a window will pop up, like the one below, prompting the user to save the export file in a folder that they have sufficient access to (i.e. a network shared drive, the local hard disk, etc.)
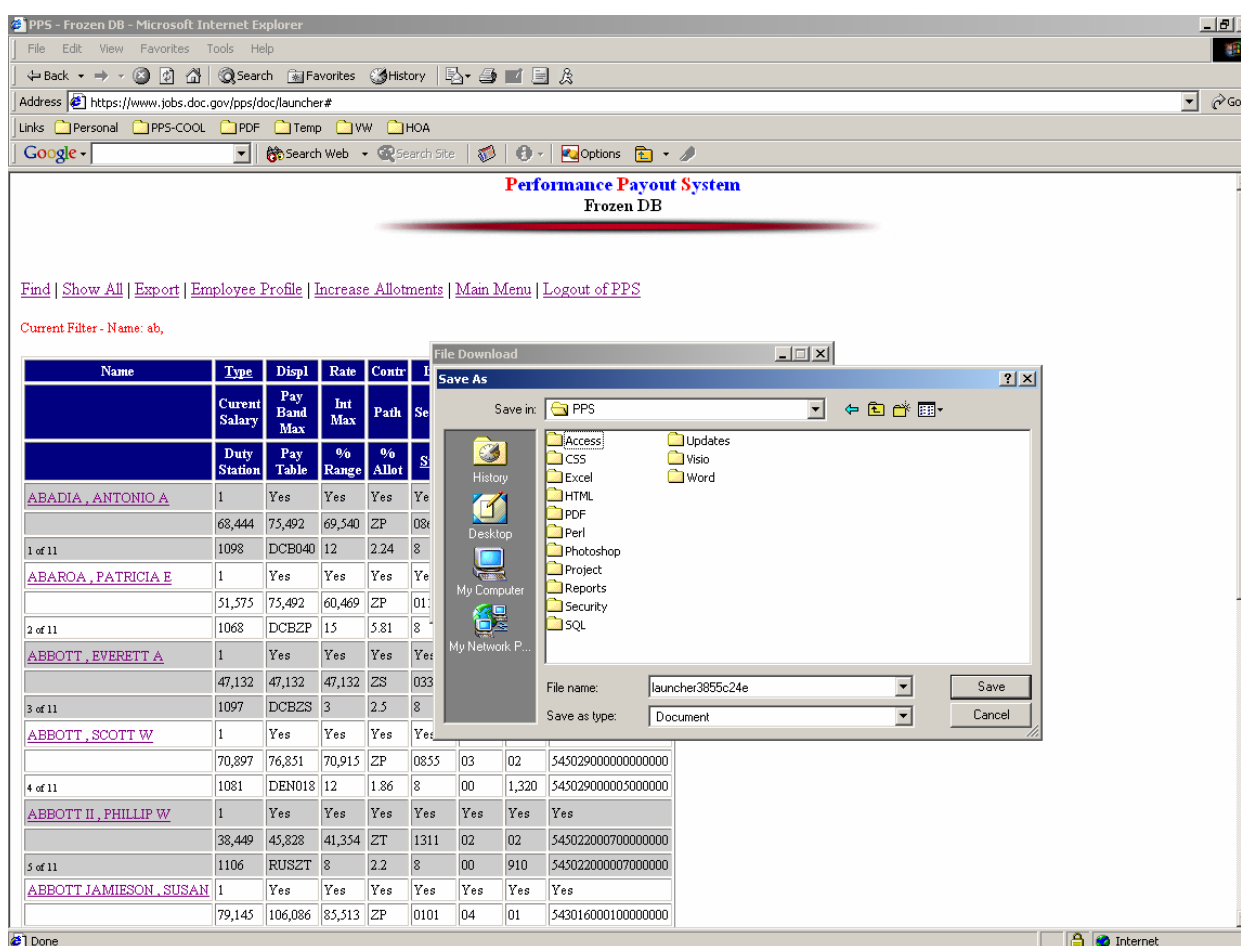
The PPS System Administrator should change the name of the file to something that is easy to remember (i.e. export_20030930.txt, or some name/date sequence) with a **.txt** file extension appended to the end of the filename as seen below.

With the new filename entered, click on the **Save** button to save the export file to the chosen folder location. Once the file has been saved, launch Microsoft Excel to begin the import process. When Microsoft Excel has finished loading, you will click on the **Data** menu item. When the **Data** menu appears, you will click on the **Get External Data** submenu, and then click on **Import Text File…** as shown below.
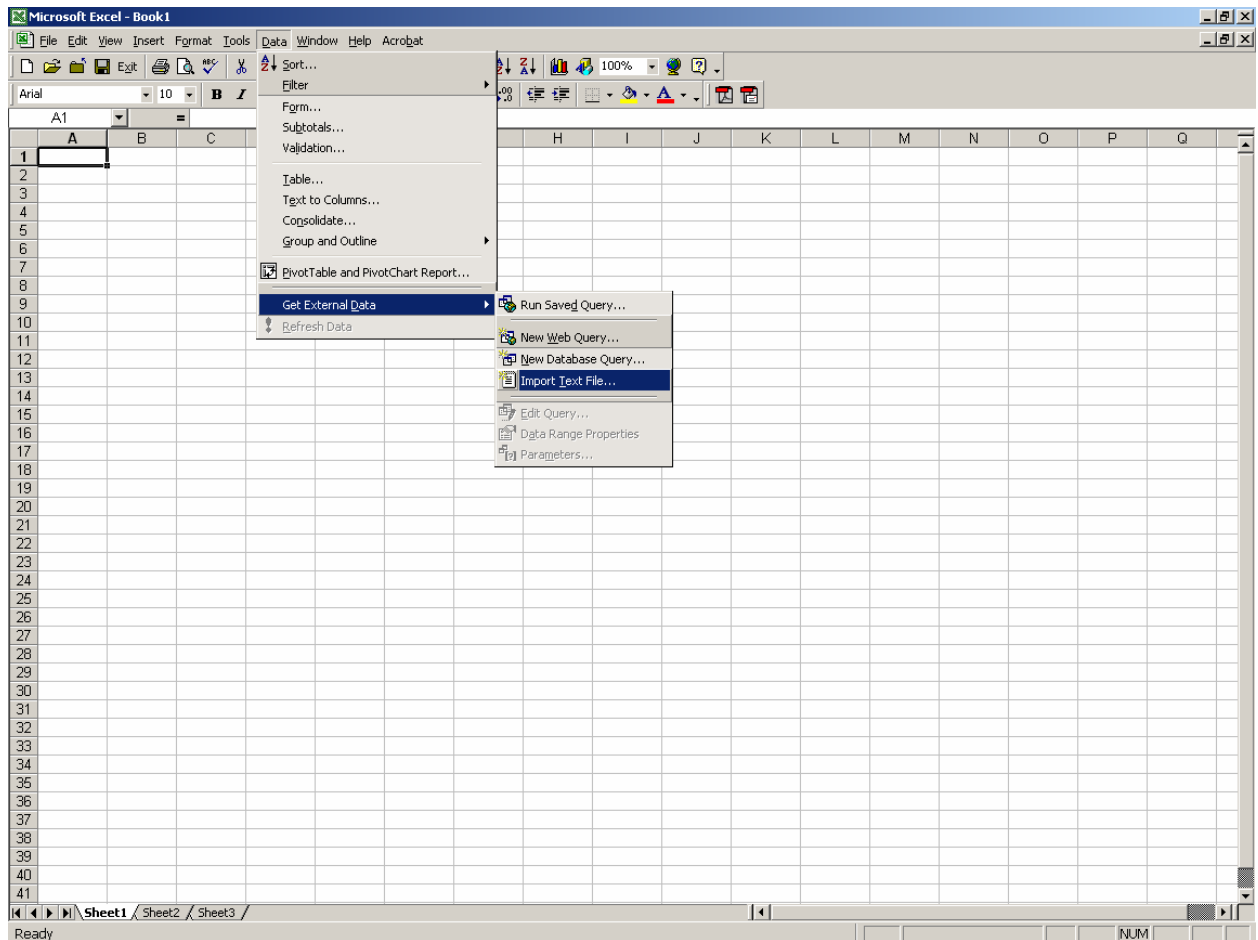
Once you have clicked on the **Import Text File…** menu item you will be prompted to select a file to import. At this point you will browse to the same location that you saved your file when you clicked on the **Export** link in PPS. When you have located the appropriate file, click on the file once to select it, and then click on the **Import** button as shown below.
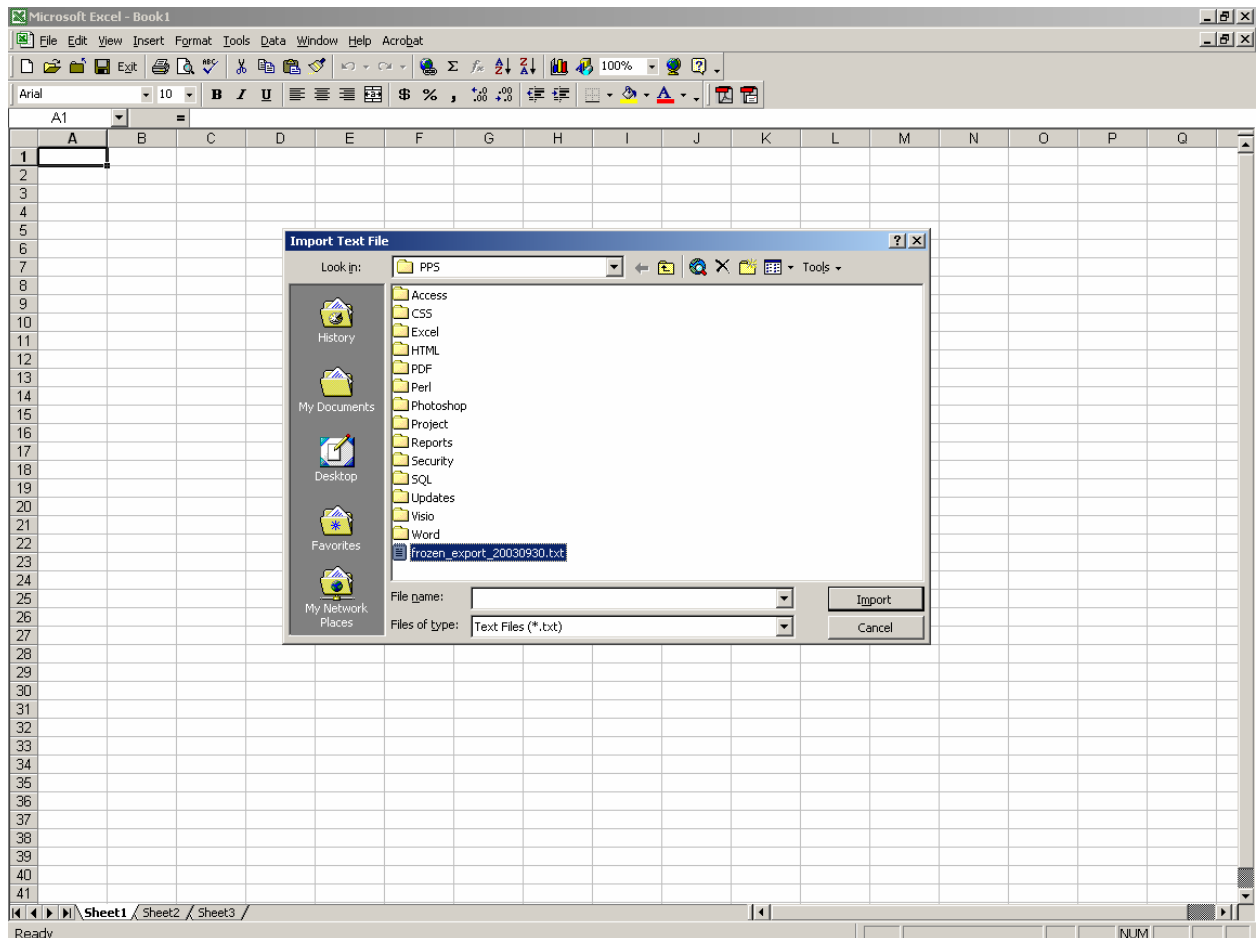
After you click on the **Import** button, the Text Import Wizard will begin and you should see a screen like the one below.
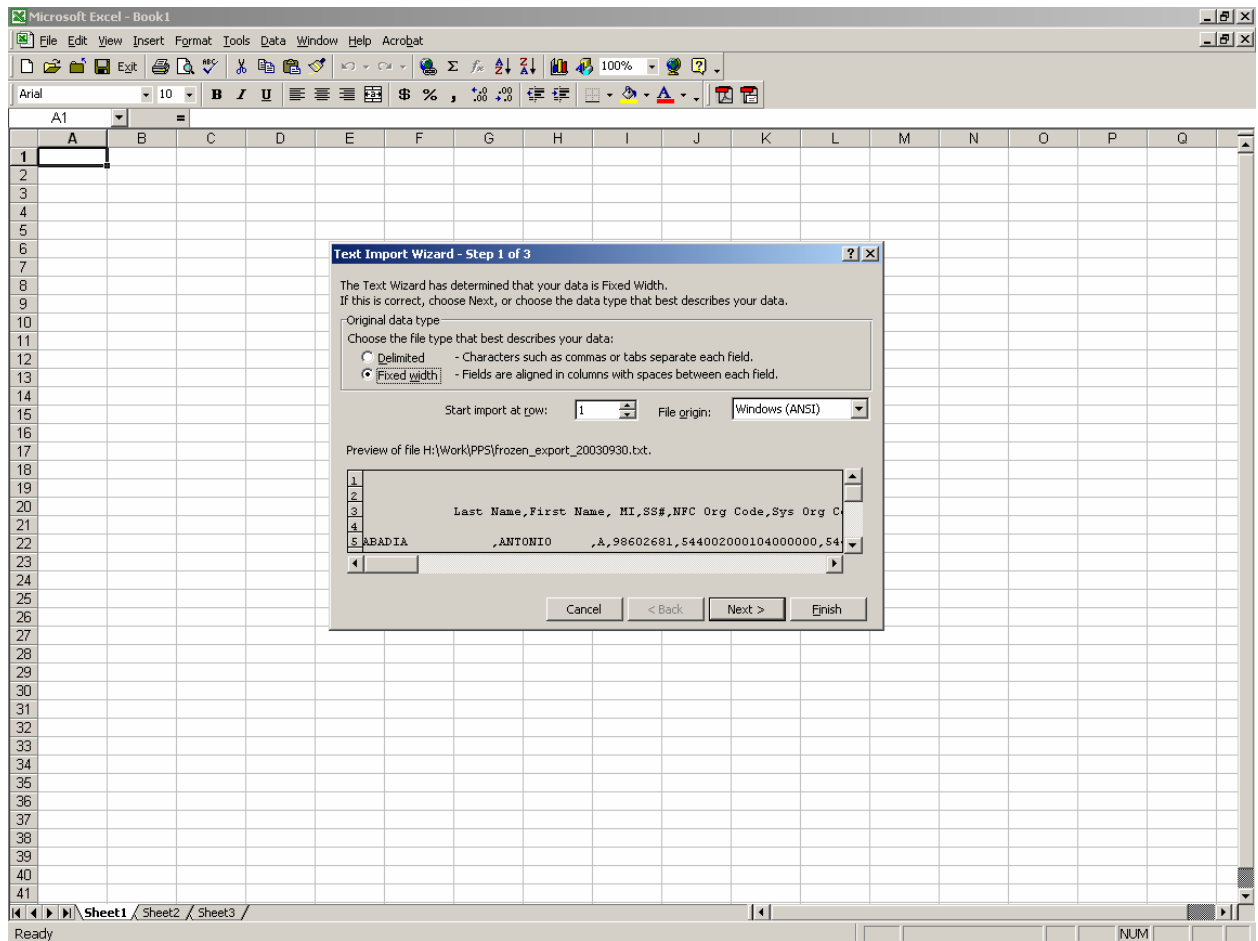
The following steps are very important and will affect the manner in which data is displayed in your spreadsheet. In the first step (1 of 3) of the **Text Import Wizard**, the PPS System Administrator should select **Delimited** as the **Original data type**, and you should set the value of **Start import at row:** to **1** with a **File origin:** of **Windows (ANSI)** as shown below.
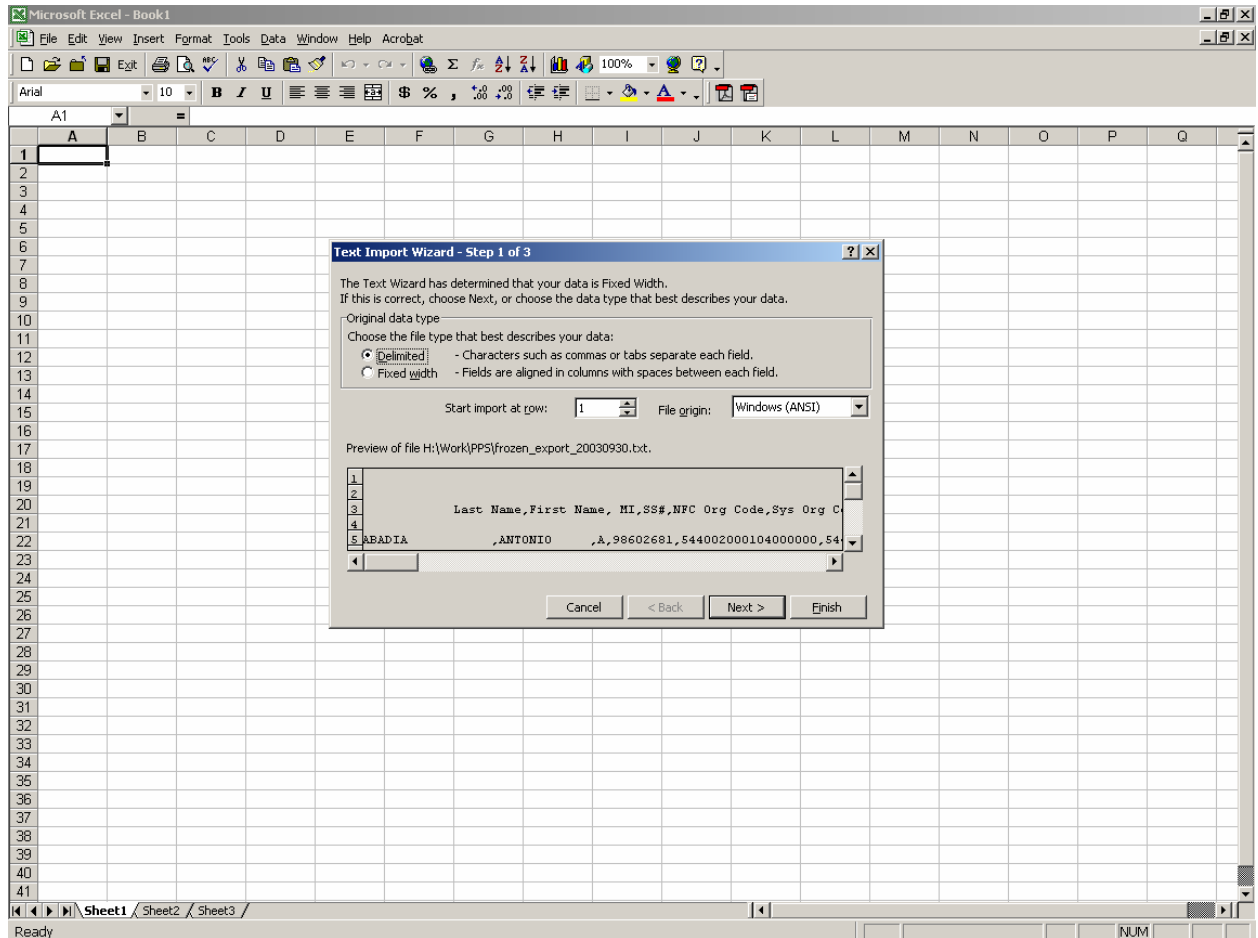
With those three setting correctly set, click on the **Next** button to go on to the second (2 of 3) step of the **Text Import Wizard,** as shown below.
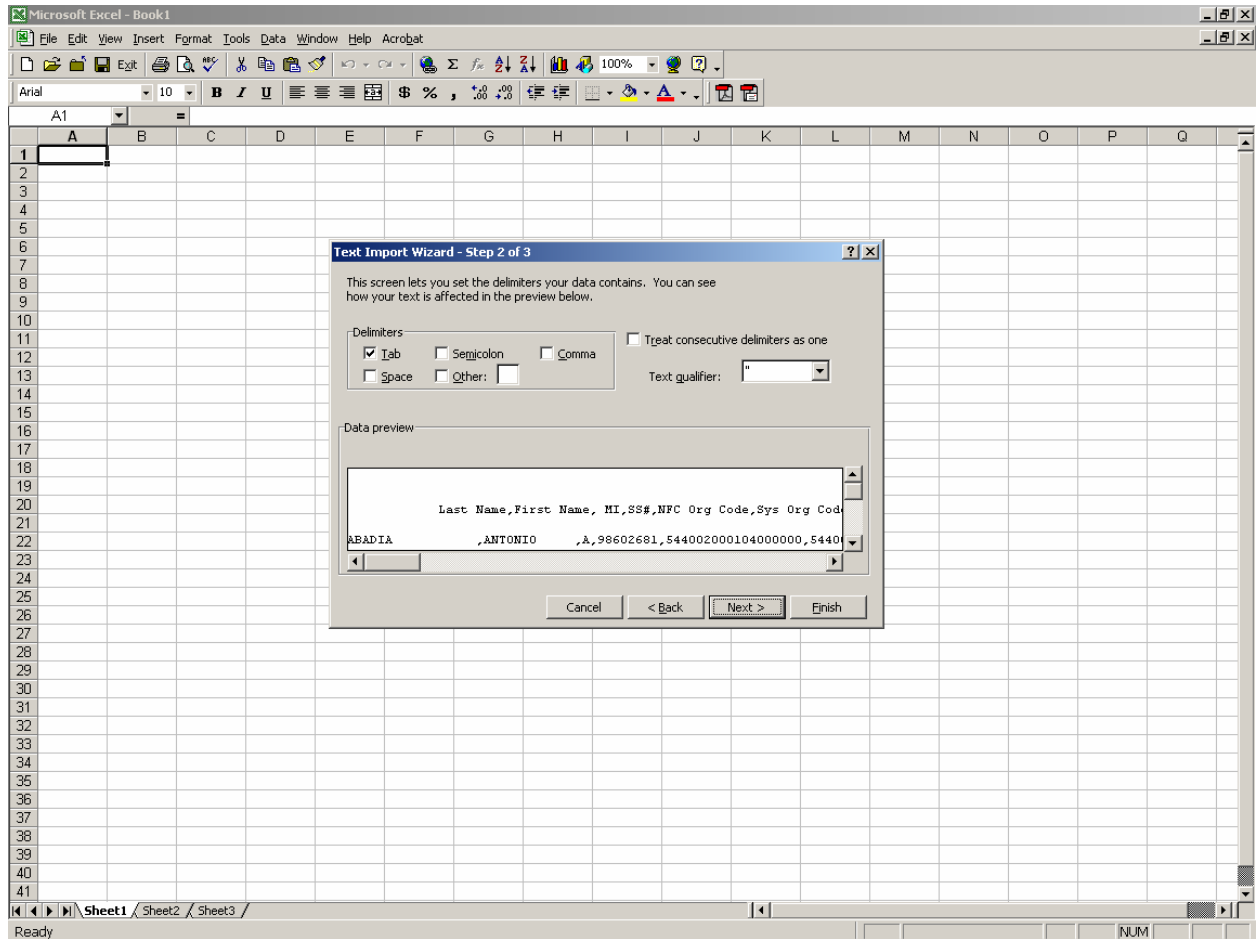
You will now set the checkboxes for **Delimiters** to include **Tab** and **Comma**, and set the **Text Qualifier** to be a **"** (double quote) as shown below.
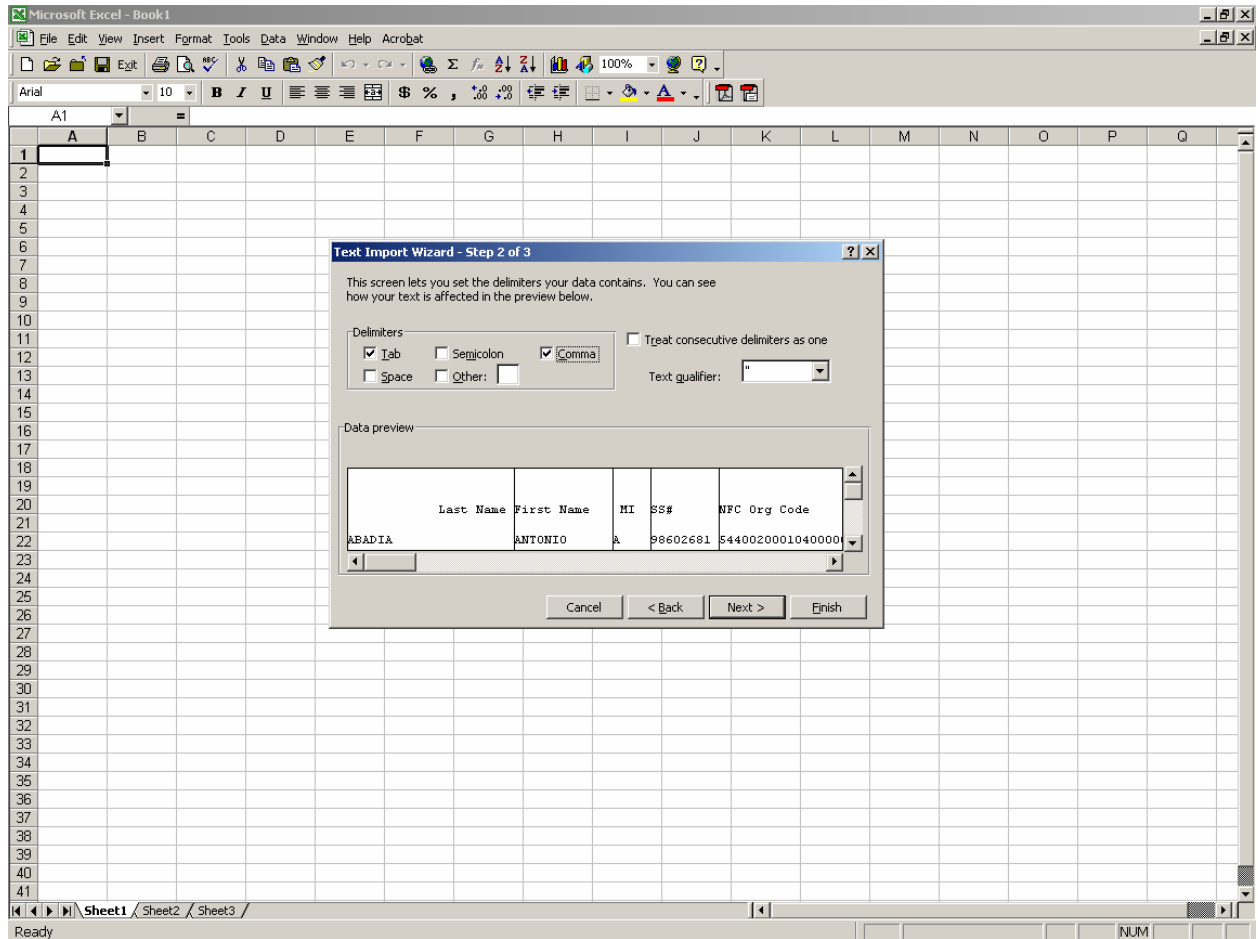
Now that your **Delimiters** and your **Text Qualifier** are established you may click on the **Next** button continue to the third (3 of 3) step of the **Text Import Wizard** to finish importing your text file. The initial screen of the final step of the **Text Import Wizard** is shown below.
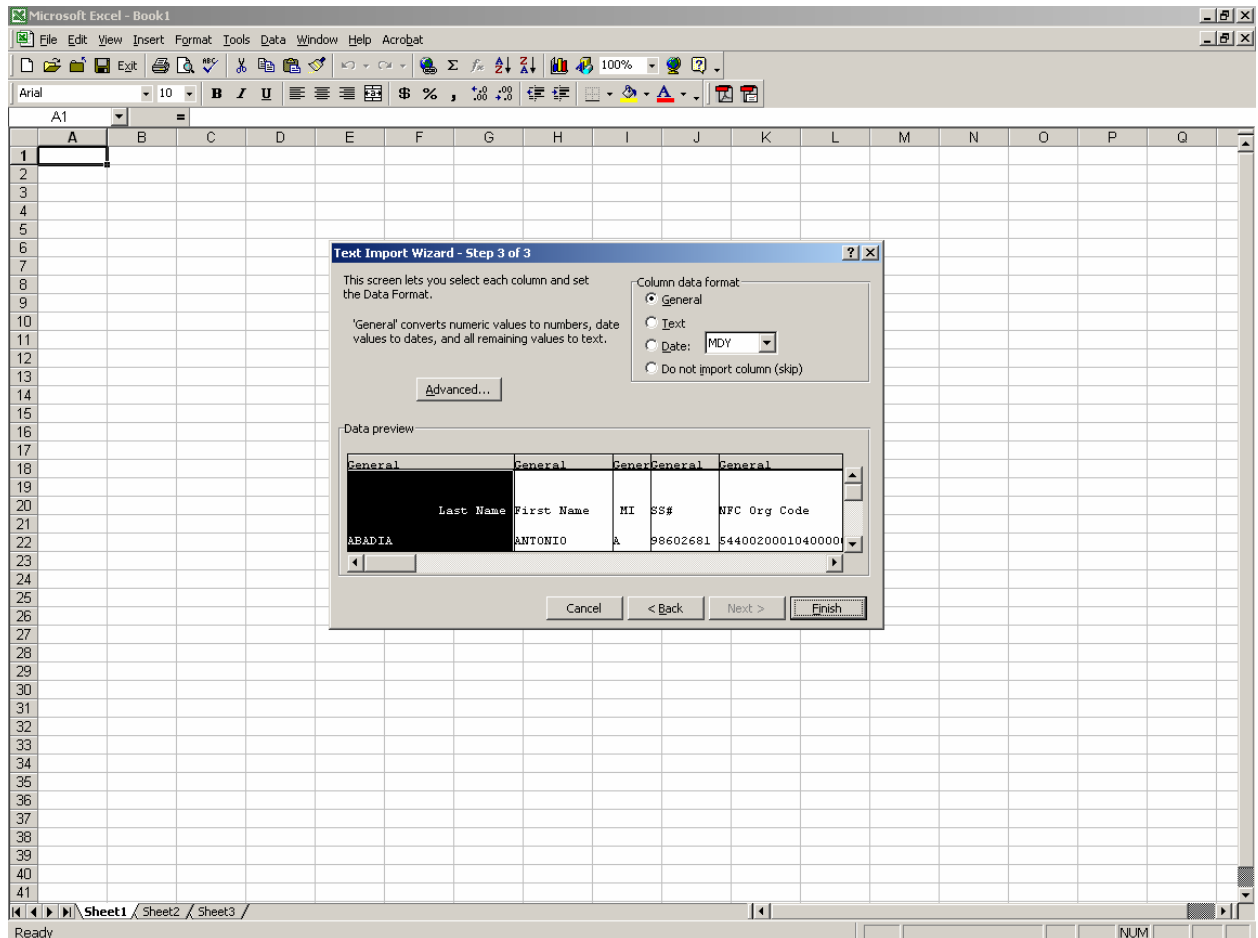
This final step will determine how text is formatted inside of your new spreadsheet. It is imperative that you modify the **Column data format** for columns of data that contain long numbers (i.e. SSN, NFC Org Code, Sys Org Code, Accounting Code, etc.). To change the format of a particular column you will first click on the body of the column in the Text Import Wizard, as shown below.
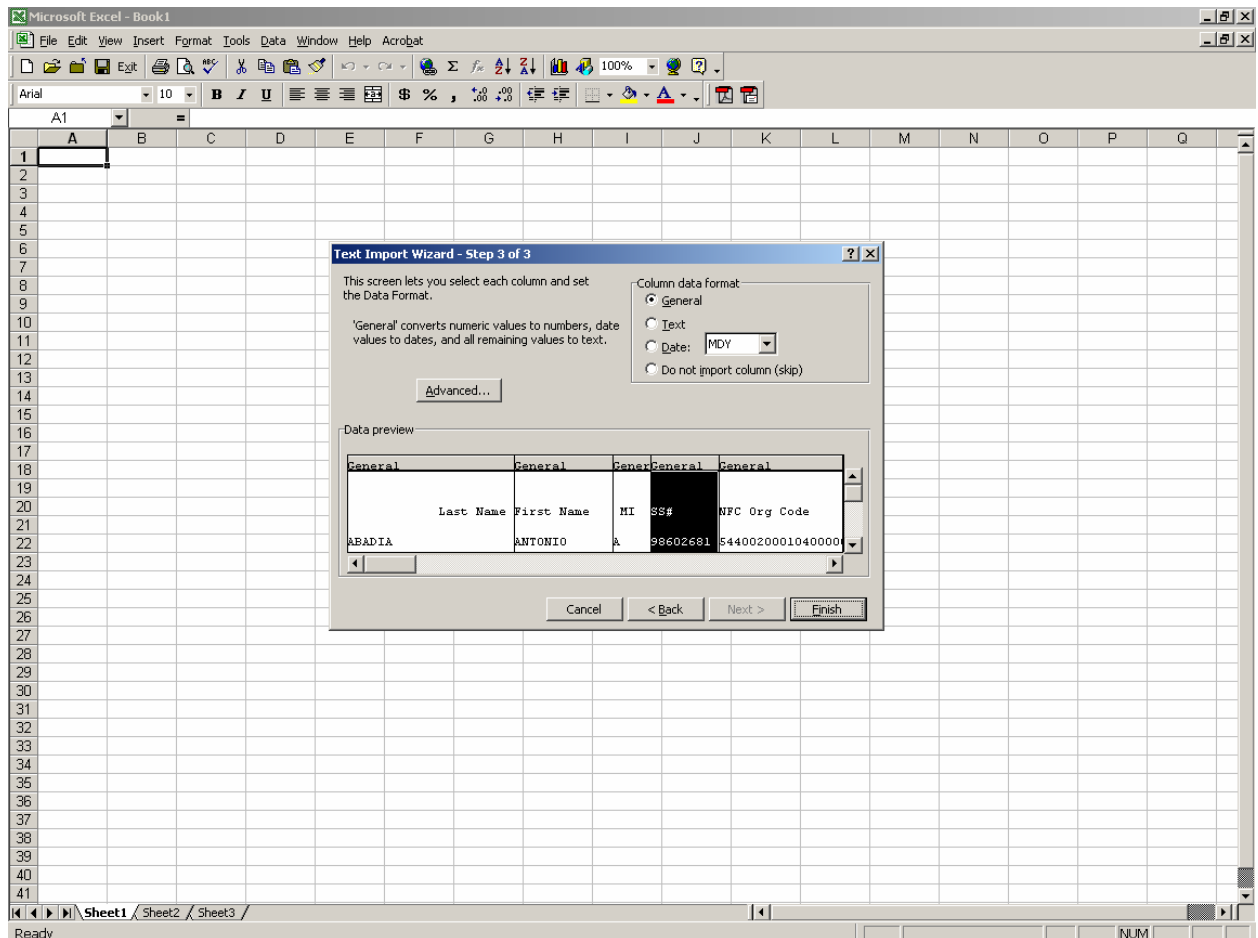
Once the column of data has been selected, choose **Text** in the **Column data format** area of the **Text Import Wizard**, as shown below.
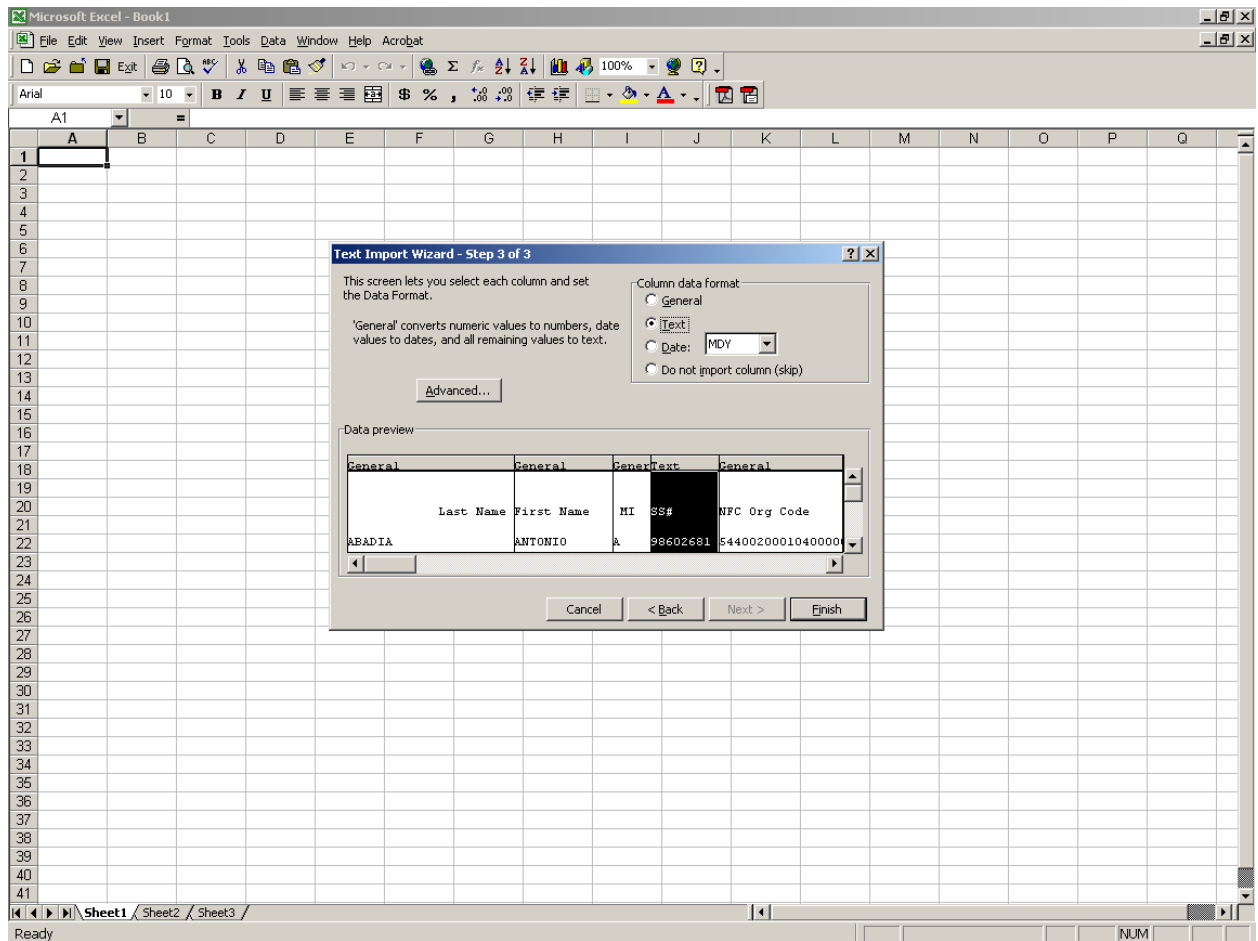
You should notice that the top of the column of data in the **Text Import Wizard** no longer says **General**, but rather says **Text** to signify that the data within that column will be treated solely as text and not truncated to be displayed in scientific notation (i.e. 5.3440×10^{18}, etc.). When you have completed selecting the columns to treat as text, you will click on the **Finish** button within the **Text Import Wizard**. After clicking on the **Finish** button a dialog box will popup to ask you where you would like to put the data, as shown below.
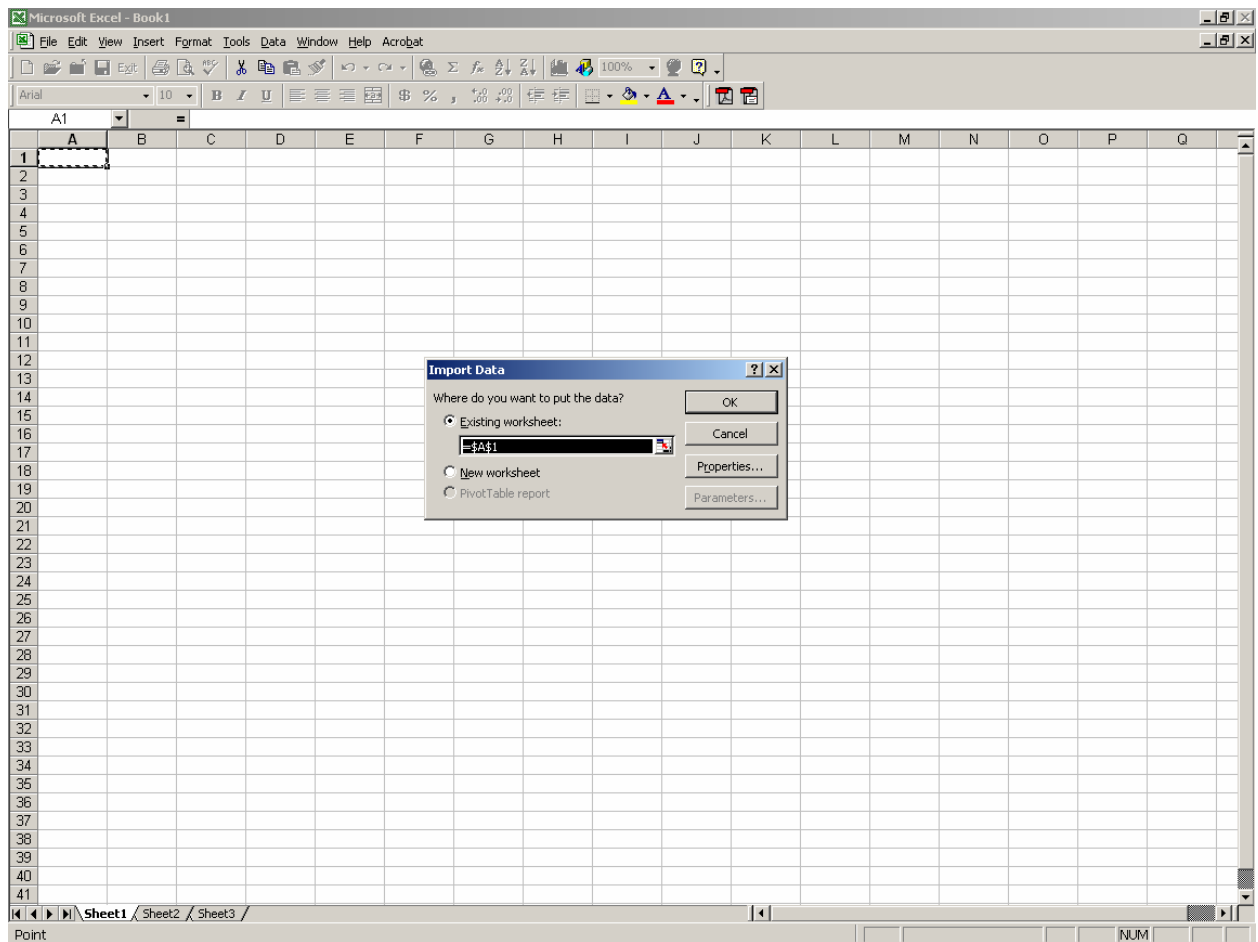
If you would like to insert the data into the current worksheet where the worksheet cell is highlighted with a flashing dashed line, click on the **OK** button. If you would rather import the data into a clean worksheet select the **New worksheet** radio button and then click **OK**. In any event, whether you choose to insert the data into the current worksheet or into a new worksheet, you should see results similar to the ones displayed below and the import of the data that you exported from PPS is complete.

	A	B	C	D	E	F	G	H	I
1									
2									
3	Last Name	First Name	MI	SS#	NFC Org Code	Sys Org Code	Path	Series	Band
4									
5	ABERT	SUSAN		213465478	545030000000000000	545030000001000000	ZA	343	4
6	ALAM	MIMI		254398012	545032000000000000	545032000000000000	ZP	1340	4
7	ALLI	SUSAN		316749076	545026000000000000	545026000003000000	ZS	318	4
8	ALVI	RAFI		399760123	545029000000000000	545029000003000000	ZP	1310	4
9	ANAR	DON		412678203	545023000000000000	545023000001000000	ZT	856	4
10	ANDHAR	LIMA		190654902	545022000700000000	545022000001000000	ZP	1301	5
11	ANID	MAX		109742876	545023000000000000	545023000005000000	ZP	1340	4
12	ATAB	SAM		417890289	545028000000000000	545028000001010000	ZP	2210	4
13	ATKINSON	DENNIS		517542864	545022000200000000	545022000006040000	ZP	1340	3
14	AUBLE	DAVID		618923097	545022000100000000	545022000005000000	ZP	855	3
15	AUGUSTINE	JOHN		547890234	545022000000000000	545022000001010000	ZP	1340	4
16	AYERS	THOMAS		678432090	545029000000000000	545033000000000000	ZT	856	3
17	AZIZ	RODD		278319009	545022000000000000	545022000000000000	ZP	1301	5
18	BABOT	TOM		398045612	545029000000000000	545029000005000000	ZP	855	3
19	BAILEY	DESMOND		743219067	545022000200000000	545022000006040000	ZP	1340	3
20	BAKWIN	PETER		832167891	545031000100000000	545031000004000000	ZP	1310	4
21	BANTA	ROBERT		678932156	545029000000000000	545029000003000000	ZP	1340	4
22	BAO	JIAN WEN		912093456	545029000000000000	545029000005000000	ZP	1340	4
23	BARINGER	MOLLY		453278900	545023000000000000	545023000001000000	ZP	1360	4
24	BARNES	JOHN		298760543	545031000200000000	545031000005000000	ZP	1301	4
25	BARRY	WILLIAM		298760546	545023000000000000	545023000005000000	ZP	2210	3
26	BARTH	MICHAEL		127865327	545030000000000000	545030000007000000	ZP	1520	4

Please be sure to save your newly created Microsoft Excel spreadsheet immediately after importing to prevent repeating the entire export/import process if your computer encounters any errors. You will now be able to modify the data as needed for your own needs without affecting the data within PPS.

Appendix F: Demo Bands Vs. GS Grades

ZA

BAND	I	II	III	IV	V
GS Range	1-6	7-10	11-12	13-14	15

ZP

BAND	I	II	III	IV	V
GS Range	1-6	7-10	11-12	13-14	15

ZS

BAND	I	II	III	IV	V
GS Range	1-2	3-4	5-6	7-8	9-10

ZT

BAND	I	II	III	IV	V
GS Range	1-4	5-8	9-10	11-12	13

Appendix G: Career Paths

ZP- *P*rofessional
ZT- *S*cientific & *T*echnical
ZA- *A*dministrative
ZS- *C*lerical and *S*upport
ST- *S*enior *S*cientist
SL- *S*enior *L*evel

Appendix H: Rate of Increase Eligibility

ZP- Scientific and Engineering			ZT- Scientific and Engineering Technician		
Band	Interval	Increase	Band	Interval	Increase
V (GS-15)	4-5	0%-4%	V (GS-13)	4-5	0%-3%
	3	0%-4%		3	0%-3%
	2	0%-5%		2	0%-4%
	1	0%-6%		1	0%-6%
IV (GS 13-14)	4-5	0%-6%	IV (GS 11-12)	4-5	0%-3%
	3	0%-6%		3	0%-3%
	2	0%-8%		2	0%-5%
	1	0%-10%		1	0%-7%
III (GS 11-12)	4-5	0%-7%	III (GS 9-10)	4-5	0%-5%
	3	0%-7%		3	0%-5%
	2	0%-12%		2	0%-6%
	1	0%-15%		1	0%-8%
II (GS 7-10)	4-5	0%-8%	II (GS 5-8)	4-5	0%-6%
	3	0%-8%		3	0%-6%
	2	0%-16%		2	0%-8%
	1	0%-20%		1	0%-12%
I (GS 1-6)	4-5	0%-7%	I (GS 1-4)	4-5	0%-7%
	3	0%-7%		3	0%-7%
	2	0%-12%		2	0%-10%
	1	0%-14%		1	0%-12%

ZA- Administrative			ZS-Support		
Band	Interval	Increase	Band	Interval	Increase
V (GS-15)	4-5	0%-4%	V (GS 9-10)	4-5	0%-3%
	3	0%-4%		3	0%-3%
	2	0%-5%		2	0%-4%
	1	0%-6%		1	0%-6%
IV (GS 13-14)	4-5	0%-6%	IV (GS 7-8)	4-5	0%-3%
	3	0%-6%		3	0%-3%
	2	0%-8%		2	0%-5%
	1	0%-10%		1	0%-7%
III (GS 11-12)	4-5	0%-7%	III (GS 5-6)	4-5	0%-5%
	3	0%-7%		3	0%-5%
	2	0%-12%		2	0%-6%
	1	0%-15%		1	0%-8%
II (GS 7-10)	4-5	0%-8%	II (GS 3-4)	4-5	0%-6%
	3	0%-8%		3	0%-6%
	2	0%-16%		2	0%-8%
	1	0%-20%		1	0%-12%
I (GS 1-6)	4-5	0%-7%	I (GS 1-2)	4-5	0%-7%
	3	0%-7%		3	0%-7%
	2	0%-12%		2	0%-10%
	1	0%-14%		1	0%-12%

Appendix I: Relationship between Minimum and Maximum Organizational Code for OU, PMs and ROs

The graphical illustration below depicts the relationship between minimum and maximum org codes for OU, PMs, and ROs. Note that max org codes always end with a series of 999999s.

System will:
- Set sys org codes to NFC org code

SA's will:
- Assign min/max Sys Org Code for OU/ PMs/ ROs

Dept will:
- Assign Min/Max Orgs for SA
- Provide SA User Name/Password

```
                    ┌─────────────────────────────┐
                    │             SA              │
                    │  Min: 545001000000000000    │
                    │  Max: 545099999999999999    │
                    └─────────────────────────────┘
                                   │
                    ┌─────────────────────────────┐
                    │             OU              │   Only 1 OU
                    │  Min: 545001000000000000    │   allowed
                    │  Max: 545099999999999999    │
                    └─────────────────────────────┘
              ┌──────────────────┴──────────────────┐
    ┌────────────────────────┐          ┌────────────────────────┐
    │          PM1           │          │          PM2           │
    │ Min: 545026000000000000│          │ Min: 545031000000000000│
    │ Max: 545026999999999999│          │ Max: 545031999999999999│
    └────────────────────────┘          └────────────────────────┘
       ┌──────────┴──────────┐             ┌──────────┴──────────┐
┌──────────────┐    ┌──────────────┐  ┌──────────────┐   ┌──────────────┐
│     RO1      │    │     RO2      │  │     RO3      │   │     RO4      │
│Min:          │    │Min:          │  │Min:          │   │Min:          │
│545026000001000000│ │545026000004000000││545031000001000000││545031000002000000│
│Max:          │    │Max:          │  │Max:          │   │Max:          │
│545026000001010000│ │545026000004999999││545031000001019999││545031000002999999│
└──────────────┘    └──────────────┘  └──────────────┘   └──────────────┘
```

Employees   Employees   Employees   Employees

Employees   Employees

Appendix J: Reconciliation Report

Performance Payout System
Reconciliation Report

Pay Period: 0   (JUNE 04, 2004 - SEPTEMBER 30, 2004)

Exception A: Employee converted to Pay Plan ST/SL after 6/4

Action Required: **SA action is required.** Ensure that employee's type is set to "A". These employees are eligible for a rating, score, bonus, and RIF credit.

Employee Name	Effective Date	NOA	New Pay Plan	Old Pay Plan
	No Exceptions Found!			

Exception B/C: Temporary Appointments

Action Required: **SA action is required.** The SA needs to determine the length of appointment service for the employee.
- 1. If the appointment service is less than 120 days, the SA will not take action.
- 2. If the appointment service is greater than or equal to 120 days, the SA needs to change the employee rating to 'E - Eligible' if necessary (not previously coded 'E').

Path	Employee Name	Effective Date	NOA	Appt	Appt Auth	NTE Date
		No Exceptions Found!				

Exception D: Employee converted to a Student/Faculty Appointment (Temporary) after 6/4.

Action Required: **No SA action;** the system will not permit an Increase, Bonus or RIF credit, score/rating. These employees will be handled as though they were on Student/Faculty Appointments (Temporary) in the "Frozen Database" of 6/4.

Path	Employee Name	Effective Date	NOA	Appt Auth
		No Exceptions Found!		

Exception E: Employee experiences a temporary change (Temporary promotion) in any pay band.

Action Required: **SA action is required.** The SA (via system maintenance screens) needs to assign the employees to the appropriate pool by changing the employee's system org code. If a temporary promotion exceeds 120 days, the pool assignment should reflect an employee organization code of his/her temporary (current) position. Conversely, if the assignment was for less than 120 days, the employee should be placed in a pool correlating to his/her base position.

Path	Employee Name	Effective Date	NOA	Promotion NTE
		No Exceptions Found!		

Exception F: Employee is identified as having been in duty status less than 120 days.

Action Required: **SA action is required.** The SA must change the employee rating to 'N - Not Rateable'. The system will not permit an Increase, a Bonus, score/rating or RIF credit after the change is made. The HRO may need to conduct a leave audit to verify the accuracy of the non-pay counters.

Path	Employee Name	Effective Date	Awol Ret Rif (Total Hours)	Lwop Ret Rif (Total Hours)	Su Lv Ret Dt

No Exceptions Found!

Exception H: Employees at pay band or supervisory ceilings, with a special employee code of 10 or 12.

Action Required: **No SA action is required.** The system will not permit Increase.

Path	Employee Name	Pay Band	Interval	Current Salary	Pay/Supv Ceiling

No Exceptions Found!

Exception I: Employees Placed on Retained Pay.

Action Required: **No SA action is required.** The system will not permit an Increase and will only allow 1/2 ACI.

Path	Employee Name	Effective Date	PRD

No Exceptions Found!

Exception J/K: Employees experience a permanent change (promotion, change to lower grade) in Pay Band or changes in pay.

Action Required: **SA action is required.** The SA needs to investigate whether the employee was on a temporary promotion prior to the last 120 days of the rating cycle.
- If the permanent grade change occurs after the "Frozen Database" is established, and if the employee was not originally on a temporary promotion, the OU, PM, RO, or SA must also rate the employee.
- If a permanent grade change occurs after the "Frozen Database" is established, and if the employee was originally on a temporary promotion and would have worked at least 120 days in the permanent graded job during the rating cycle, the employee is to be rated by the RO, PM, or OU.
- If a permanent grade change occurs after the "Frozen Database" is established, and if the employee was originally on a temporary promotion but would not have worked at least 120 days in the permanent graded job during the rating cycle, the employee is to be rated by the RO, PM, or OU.

Path	Employee Name	Effective Date	NOA	Old Salary New Salary	Old Org Current Org	Old Band New Band

No Exceptions Found!

Exception L/M: Employees hired before 6/4, but processed late, or a new employee hired after 6/4.

Action Required: The system will automatically add the employee to the "frozen database", and the SA and/or RO, PM, OU need to identify if the employee is eligible for an increase, bonus and RIF credit.

Path	Employee Name	Effective Date	NOA

No Exceptions Found!

Exception N: Employees separating after 6/4, excluding 9/30.

Action Required: **No SA Action Required.** The system will change the employee rating to 'N - Not Ratable'. These employees will not be eligible for an increase, or Bonus.

Path   Employee Name   Effective Date   NOA   PP   Begin Date   End Date

No Exceptions Found!

Exception O: Employees separating on 9/30 (last day of the rating cycle).

Action Required: **No SA Action Required.** The employee is not eligible for an increase, and/or Bonus.

Path   Employee Name   Effective Date   NOA

No Exceptions Found!

Exception P: Employees who are realigned after 6/4.

Action Required: **No SA Action Required.** The system will automatically change the employee organization code in the frozen database.

Path   Employee Name   Effective Date   NOA   From NFC Org   To NFC Org

No Exceptions Found!

Exception Q: Employees permanently reassigned after 6/4.

Action Required: **SA Action Required.** The SA needs to place the employee in the appropriate pool by changing the employee's system org code.

Path   Employee Name   Effective Date   NOA   From NFC Org   To NFC Org

No Exceptions Found!

Exception R: Employees converted or are placed in SES status.

Action Required: **No SA Action Required.** Ensure that the employee's type set to "R". The system will not permit an Increase, Bonus, the ACI, score/rating or potential RIF credit.

Path   Employee Name   Effective Date

No Exceptions Found!

Exception S: Employees with Spec_Emp_Cd changes from / to 10, 12.

Action Required: **SA Action Required.** SA will ensure HR office receives supervisory memo; the system will automatically change the employee's Spec_Emp_Cd from / to 10 or 12.

Path   Employee Name   Effective Date   Spec Emp Cd

No Exceptions Found!

Press "Ctrl-P" to Print
Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

PPS4 Administrator
05-06-2004 11:14:40

Appendix K: Check Control Report

Reports | Main Menu | Logout of PPS

Report run on MAY 06, 2004 at 14:34 by ADMINISTRATOR 4, PPS .

Check 1:   New Salary < Previous Salary

Employee Name	Old Salary	New Salary	Band	Interval	Org Code
		No Exceptions Found!			

Check 2:   Increase = No; New Salary > Old Salary

Employee Name	Old Salary	New Salary	Band	Interval	Org Code
		No Exceptions Found!			

Check 3:   Excess > 0; New Salary < Pay Band Max

Employee Name	Old Salary	New Salary	Pay Max	SEC	Org Code
		No Exceptions Found!			

Check 4:   Excess = 0; New Salary > Pay Band Max

Employee Name	Old Salary	New Salary	Pay Max	SEC	Org Code
		No Exceptions Found!			

Check 5:   Bonus = No; Bonus Qty > 0

Employee Name	Bonus	Org Code
	No Exceptions Found!	

Check 6:   New Salary > Max Salary

Employee Name	Old Salary	New Salary	Pay Max	SEC	Org Code
		No Exceptions Found!			

Check 7:   Employee % of % Missing

Employee Name	Old Salary	New Salary	Score	Org Code
BHAVE, PRAKASH	$67,143.00		80	545022000006030000
BULLOCK JR, ORREN	$87,438.00		80	545022000006030000
GILLIAM, ROBERT	$47,110.00		80	545022000006030000
GODOWITCH, JAMES	$86,334.00		80	545022000006030000
HUBER, ALAN	$102,204.00		80	545022000006030000

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MCGHEE, PATRICIA	$32,498.00		80		545022000006030000	
OTTE, TANYA	$72,125.00		80		545022000006030000	
PLEIM, JONATHAN	$85,315.00		80		545022000006030000	
ROSELLE, SHAWN	$77,150.00		80		545022000006030000	
YOUNG, JEFFREY	$92,965.00		80		545022000006030000	

Check 8:   Rateable Employees w/o Scores

Employee Name	Can Increase	Can Contribute	Can Rate	Rating	Pool Contribution Amount	Org Code
ABERT, SUSAN	Yes	Yes	Yes	E	$2,909.00	545030000001000000
ALAM, MIMI	Yes	Yes	Yes	E	$1,620.00	545032000000000000
ALLI, SUSAN	Yes	Yes	Yes	E	$833.00	545026000003000000
ALVI, RAFI	Yes	Yes	Yes	E	$1,620.00	545029000003000000
ANAR, DON	Yes	Yes	Yes	E	$1,544.00	545023000001000000
ANDHAR, LIMA	Yes	Yes	Yes	E	$.00	545022000001000000
ANID, MAX	Yes	Yes	Yes	E	$1,606.00	545023000005000000
ATAB, SAM	Yes	Yes	Yes	E	$1,853.00	545028000001010000
ATKINSON, DENNIS	Yes	Yes	Yes	E	$1,366.00	545022000006040000
AUBLE, DAVID	Yes	Yes	Yes	E	$448.00	545022000005000000
AUGUSTINE, JOHN	Yes	Yes	Yes	E	$1,853.00	545022000001010000
AYERS, THOMAS	Yes	Yes	Yes	E	$1,198.00	545033000000000000
AZIZ, RODD	Yes	Yes	Yes	E	$2,463.00	545022000000000000
BABOT, TOM	Yes	Yes	Yes	E	$1,320.00	545029000005000000
BAILEY, DESMOND	Yes	Yes	Yes	E	$5.00	545022000006040000
BAKWIN, PETER	Yes	Yes	Yes	E	$1,853.00	545031000004000000
BANTA, ROBERT	Yes	Yes	Yes	E	$672.00	545029000003000000
BAO, JIAN WEN	Yes	Yes	Yes	E	$1,620.00	545029000005000000
BARINGER, MOLLY	Yes	Yes	Yes	E	$1,606.00	545023000001000000
BARNES, JOHN	Yes	Yes	Yes	E	$1,411.00	545031000005000000
BARRY, WILLIAM	Yes	Yes	Yes	E	$1,328.00	545023000005000000
BARTH, MICHAEL	Yes	Yes	Yes	E	$1,853.00	545030000007000000
BARTRAM, BRUCE	Yes	Yes	Yes	E	$1,853.00	545029000006000000
BARWOOD, DORA	Yes	Yes	Yes	E	$1,316.00	545026000003000000
BATTE, LAUREN	Yes	Yes	Yes	E	$1,766.00	545013000200000000
BEATLE, SIMON	Yes	Yes	Yes	E	$3.00	545030000008000000
BEDARD JR, ALFRED	Yes	Yes	Yes	E	$2,242.00	545029000006000000
BEELER, RICHARD	Yes	Yes	Yes	E	$2,009.00	545029000001000000
BENEVENTI, DEANA	Yes	Yes	Yes	E	$1,473.00	545026000004000000
BENGSTON, C	Yes	Yes	Yes	E	$873.00	545030000007000000
BENHOOR, WALID	Yes	Yes	Yes	E	$2,242.00	545030000000000000
BENJEY, WILLIAM	Yes	Yes	Yes	E	$1,770.00	545022000006010000
BERKELEY, JOYCE	Yes	Yes	Yes	E	$1,188.00	545023000005000000
BERNER, SHARON	Yes	Yes	Yes	E	$2,066.00	545014000100000000
BIESECKER, DOUGLAS	Yes	Yes	Yes	E	$1,620.00	545028000000000000
BIRKENHEUER, DANIEL	Yes	Yes	Yes	E	$3.00	545030000008030000
BITTERMAN, DAVID	Yes	Yes	Yes	E	$454.00	545023000001000000
BLACK, MICHAEL	Yes	Yes	Yes	E	$1,418.00	545023000005000000
BLACK, PETER	Yes	Yes	Yes	E	$1,992.00	545023000005000000
BLACK, ROBERT	Yes	Yes	Yes	E	$1,606.00	545023000005000000
BLADES, MARK	Yes	Yes	Yes	E	$2,858.00	545013000100000000
BLYTHE, DAREN	Yes	Yes	Yes	E	$.00	545031000300000000
BOHAN, MARGOT	Yes	Yes	Yes	E	$2,497.00	545016000000000000
BOHIMIAN, CHRIS	Yes	Yes	Yes	E	$2,493.00	545030000000000000
BOOT, HILL	Yes	Yes	Yes	E	$910.00	545022000007000000
BOXER, JIL	Yes	Yes	Yes	E	$2,009.00	545030000004000000
BRADFORD, ANN	Yes	Yes	Yes	E	$.00	545013000000000000
BRANSBY, KELLY	Yes	Yes	Yes	E	$.00	545031000004000000
BREWER, WM	Yes	Yes	Yes	E	$1,620.00	545029000003000000
BROOKS, HAROLD	Yes	Yes	Yes	E	$1,919.00	545026000003000000

Name						
XU, QIN	Yes	Yes	Yes	E	$2,141.00	545026000003000000
YAPUR, MARTIN	Yes	Yes	Yes	E	$.00	545001000005000000
YOSHINAGA, ALAN	Yes	Yes	Yes	E	$1,000.00	545031000005000000
YVON LEWIS, SHARI	Yes	Yes	Yes	E	$1,305.00	545023000003000000
ZAHRAI, FUAD	Yes	Yes	Yes	E	$4.00	545026000001000000
ZAMORA, ROBERT	Yes	Yes	Yes	E	$894.00	545029000005000000
ZAVOROTNY, VALERY	Yes	Yes	Yes	E	$1,620.00	545029000006000000
ZHANG, JIA ZHONG	Yes	Yes	Yes	E	$1,606.00	545023000003000000
ZIEGLER, CONRAD	Yes	Yes	Yes	E	$1,770.00	545026000003000000
ZRNIC, DUSAN	Yes	Yes	Yes	E	$.00	545026000001000000
ZWICKL, RONALD	Yes	Yes	Yes	E	$1,248.00	545028000000000000

Check 9: Eligible Employees w/Scores Below 40 or Over 100

Employee Name   Path   Rating   Score   Org Code

  No Exceptions Found!

Check 10: Employees Rated N,P,U w/Scores > 0

Employee Name   Path   Can Rate   Rating   Score   Org Code

  No Exceptions Found!

Check 11: Bonus Eligibles w/o Bonus

Employee Name	*Org Code*
ABERT, SUSAN	545030000001000000
ALAM, MIMI	545032000000000000
ALLI, SUSAN	545026000003000000
ALVI, RAFI	545029000003000000
ANAR, DON	545023000001000000
ANDHAR, LIMA	545022000001000000
ANID, MAX	545023000005000000
ATAB, SAM	545028000001010000
ATKINSON, DENNIS	545022000006040000
AUBLE, DAVID	545022000005000000
AUGUSTINE, JOHN	545022000001010000
AYERS, THOMAS	545033000000000000
AZIZ, RODD	545022000000000000
BABOT, TOM	545029000005000000
BAILEY, DESMOND	545022000006040000
BAKWIN, PETER	545031000004000000
BANTA, ROBERT	545029000003000000

YOUNG, JEFFREY	545022000006030000	
YVON LEWIS, SHARI	545023000003000000	
ZAHRAI, FUAD	545026000001000000	
ZAMORA, ROBERT	545029000005000000	
ZAVOROTNY, VALERY	545029000006000000	
ZHANG, JIA ZHONG	545023000003000000	
ZIEGLER, CONRAD	545026000003000000	
ZRNIC, DUSAN	545026000001000000	
ZWICKL, RONALD	545028000000000000	

Check 12: Employees Exceeding $10,000 Bonus Limit

Employee Name Bonus Org Code

No Exceptions Found!

Check 13: Employees Erroneously Exceeding Pay Max

Employee Name SEC Pay Max New Salary Org Code

No Exceptions Found!

Check 14: Retained Pay Employees Erroneously Receiving Increases

Employee Name Org Code

No Exceptions Found!

Check 15: Employees Exceeding Their Interval 5 Max

Employee Name SEC Pay Max New Salary Org Code

No Exceptions Found!

Check 16: Increase Eligibles w/o Increase Amounts

Employee Name	Pool Contribution	Can Contribute	Can Increase	Org Code
ABERT, SUSAN	$2,909.00	Yes	Yes	545030000001000000
ALLI, SUSAN	$833.00	Yes	Yes	545026000003000000
ALVI, RAFI	$1,620.00	Yes	Yes	545029000003000000
ANAR, DON	$1,544.00	Yes	Yes	545023000001000000
ANDHAR, LIMA	$.00	Yes	Yes	545022000001000000
ANID, MAX	$1,606.00	Yes	Yes	545023000005000000
ATAB, SAM	$1,853.00	Yes	Yes	545028000001010000
ATKINSON, DENNIS	$1,366.00	Yes	Yes	545022000006040000
AUBLE, DAVID	$448.00	Yes	Yes	545022000005000000
AUGUSTINE, JOHN	$1,853.00	Yes	Yes	545022000001010000
AYERS, THOMAS	$1,198.00	Yes	Yes	545033000000000000
AZIZ, RODD	$2,463.00	Yes	Yes	545022000000000000
BABOT, TOM	$1,320.00	Yes	Yes	545029000005000000
BAILEY, DESMOND	$5.00	Yes	Yes	545022000006040000
BAKWIN, PETER	$1,853.00	Yes	Yes	545031000004000000
BANTA, ROBERT	$672.00	Yes	Yes	545029000003000000
BAO, JIAN WEN	$1,620.00	Yes	Yes	545029000005000000
BARINGER, MOLLY	$1,606.00	Yes	Yes	545023000001000000

WEICKMANN, KLAUS	$2,009.00	Yes	Yes	5450320000000000000
WELLS, BETTY	$.00	Yes	Yes	5450220000001000000
WELSH, DAVID	$1,620.00	Yes	Yes	5450290000001000000
WENDELL, JIM	$1,691.00	Yes	Yes	5450310000001000000
WERNER, CAROL	$873.00	Yes	Yes	5450300000006000000
WEST, JEFFREY	$1,770.00	Yes	Yes	5450220000006050000
WEYGANDT, STEPHEN	$1,620.00	Yes	Yes	5450300000008010000
WHARTON, LINDA	$1,430.00	Yes	Yes	5450300000008030000
WHITAKER, JEFFREY	$1,853.00	Yes	Yes	5450320000000000000
WHITCOMB, MARY ANNE	$.00	Yes	Yes	5450130000000000000
WHUNG, PAI YEI	$2,024.00	Yes	Yes	5450010000700000000
WICK, GARY	$1,620.00	Yes	Yes	5450290000004000000
WICKER, LOUIS	$1,770.00	Yes	Yes	5450260000002000000
WILBURN, ANNE	$1,305.00	Yes	Yes	5450230000001000000
WILBURN, STEPHEN	$2,029.00	Yes	Yes	5450010000600000000
WILCZAK, JAMES	$202.00	Yes	Yes	5450290000005000000
WILLIAMS, SAM	$920.00	Yes	Yes	5450011111111111000
WILLIAMS, SUSAN	$1,362.00	Yes	Yes	5450300000007010000
WILLIAMSON, COURTENEY	$827.00	Yes	Yes	5450280000003010000
WILLIAMSON, KATHELENE	$16.00	Yes	Yes	5450130000000000000
WILSON, DEBRA	$2,909.00	Yes	Yes	5450330000000000000
WILSON, JAMES	$5.00	Yes	Yes	5450290000003000000
WILSON, WILLIAM	$1,838.00	Yes	Yes	5450230000001000000
WINE, SANDRA	$1,821.00	Yes	Yes	5450120000000000000
WITT, ARTHUR	$1,366.00	Yes	Yes	5450260000002000000
WOLF, CAROL	$922.00	Yes	Yes	5450280000001020000
WOLFE, DANIEL	$1,853.00	Yes	Yes	5450290000004000000
WOOD, MARCIA	$595.00	Yes	Yes	5450220000001000000
WOOD, VINCENT	$1,366.00	Yes	Yes	5450260000002000000
WOODRUFF, SCOTT	$1,853.00	Yes	Yes	5450320000000000000
XU, QIN	$2,141.00	Yes	Yes	5450260000003000000
YAPUR, MARTIN	$.00	Yes	Yes	5450010000005000000
YOSHINAGA, ALAN	$1,000.00	Yes	Yes	5450310000005000000
YOUNG, JEFFREY	$1,770.00	Yes	Yes	5450220000006030000
YVON LEWIS, SHARI	$1,305.00	Yes	Yes	5450230000003000000
ZAHRAI, FUAD	$4.00	Yes	Yes	5450260000001000000
ZAMORA, ROBERT	$894.00	Yes	Yes	5450290000005000000
ZAVOROTNY, VALERY	$1,620.00	Yes	Yes	5450290000006000000
ZHANG, JIA ZHONG	$1,606.00	Yes	Yes	5450230000003000000
ZIEGLER, CONRAD	$1,770.00	Yes	Yes	5450260000003000000
ZRNIC, DUSAN	$.00	Yes	Yes	5450260000001000000
ZWICKL, RONALD	$1,248.00	Yes	Yes	5450280000000000000

Check 17:   Employees SEC = 12 and Supv Not = 2

Employee Name   SEC   Supv Cd   Org Code

No Exceptions Found!

Check 18:   Employees w\SEC = 10 and Supv = 2

Employee Name	SEC	Supv Cd	Org Code

No Exceptions Found!

Check 19:   Employees without a "Reports To" entry.

Employee Name	Org Code
ADMINISTRATOR 4, PPS	5450010000000000000
ALAM, MIMI	545032000000000000
AYERS, THOMAS	545033000000000000
BEELER, RICHARD	545029000001000000
BIESECKER, DOUGLAS	545028000000000000
BLYTHE, DAREN	545031000300000000
BROWN, HOLLY	545001000005000000
BROWN, RODGER	545026000002000000
BRUHWILER, LORI	545031000000000000
CRAIG, CONSTANCE	545031000100000000
CREASEY, DEBORAH	545031000100000000
DAVIES JONES, ROBERT	545026000002000000
DIAZ, HENRY	545032000000000000
EMPLOYEE2373, TRAINING	545030000000000000
GOODWIN, KELLY	545023000000000000
GUTMAN, SETH	545030000003000000
HACKATHORN, ERIC	545031000000000000
HAGEMAN, DEREK	545031000000000000
HAGEY, CAROL	545013000000000000
HANSEN, DEBRA	545031000100000000
HEIST, DAVID	545022000200000000
HIEBERT, JORGEANN	545033000000000000
HOCK, LISA	545001000000000000
HOERLING, MARTIN	545032000000000000
HOWARD, KENNETH	545026000002000000
JANG, DOSOO	545001000600000000
KEANE, ANN	545029000001000000
KELLEY, BOBBY	545030000003000000
LANTRIP, RICKY	545022000700000000
LUBKER, SANDRA	545032000000000000
MAC GORMAN, DONALD	545026000002000000
MADSEN, WENDI	545029000001000000
MALLETT, JACOB	545031000100000000
MARAIA, TERESA	545033000000000000
MORAN, KENNETH	545029000004000000
MURTAGH, WILLIAM	545028000000000000
NOVOSEL, JOSEPHINE	545033000000000000
OTTO, WILLIAM	545029000001000000
PAJO, LESLIE	545031000200000000
PENLAND DE GARCIA, MARY	545032000000000000

PETERSON, SARAH	545031000100000000
PEZOA, SERGIO	545033000000000000
PIHLAK, ALAN	545030000003000000
RABIN, ROBERT	545026000002000000
RAY, ANDREA	545032000000000000
RICHESON, MERRI	545033000000000000
RODRIGUEZ, RUTH	545033000000000000
ROLLINS, TONIA	545026000002000000
ROSSON, RITA	545031000100000000
SAHM, SUSAN	545030000003000000
SANTORO, STEPHEN	545031000100000000
SCHURMAN, GLORIA	545033000000000000
SHANAHAN, MICHAEL	545030000003000000
SYAUZRA, KRISA	545006000200000000
TRIBBLE, AHSHA	545026111111111000
UTTAL, TANEIL	545029000004000000
VAN DE KAMP, DOUGLAS	545030000003000000
VASILOFF, STEVEN	545026000002000000
WAHR, KATHLEEN	545031000100000000
WEBB, ROBERT	545032000000000000
WEICKMANN, KLAUS	545032000000000000
WHITAKER, JEFFREY	545032000000000000
WICK, GARY	545029000004000000
WICKER, LOUIS	545026000002000000
WITT, ARTHUR	545026000002000000
WOLFE, DANIEL	545029000004000000
WOOD, VINCENT	545026000002000000
WOODRUFF, SCOTT	545032000000000000
YAPUR, MARTIN	545001000005000000

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Press "Ctrl-C" to Copy Selected Text
Press "Ctrl-V" to Paste at Cursor

PPS4 Administrator
05-06-2004 14:34:49

Appendix L: Data Dictionary

ACI- Annual Comparability Increase
Contr- Contribution
Inc- Increase
Int- Interval
Int Max- Maximum Interval
PPS – Performance Payout System
Max Org- Maximum Organizational Code
Min Org- Minimum Organizational Code
NFC- National Finance Center
OU- Operating Unit
OU Pool Min Org- Operating Unit Pool Minimum Organization Code
%Allot- Percentage Allotment
PIP - Performance Improvement Plan
PM- Pool Manager
RIF- Reduction In Force
RO- Rating Official
SA- System Administrator
SEC – Special Employee Code
Spec Emp- Special Employee Code
Supv- Supervisory Code
Sys Org- System Organizational Code